



## **Attendance Policy**

Bottesford Bunnies Pre School views good attendance and punctuality as vitally important for the learning and well-being of the children. Children who attend Pre School regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. The Director and all educators are alert to signs that children who are missing, might be at risk of abuse or neglect and appropriate action is taken when children stop attending. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. We are particularly aware of the need to monitor groups such as children who are in receipt of 2-year funding and receiving additional support and those of whom we receive Early Years Pupil Premium (EYPP), as these groups are considered to be vulnerable learners.

### **Procedures**

- Children's attendance is monitored through daily registers. All absences and reasons given for them are recorded.
- Parents are asked to inform us by phone or text, if their child will not be attending for any reason, as soon as possible, If we are not contacted, we will contact a parent and if that fails, will ask parents about absences on the child's return.
- Prior notice (in writing) must be given for holidays and appointments (please provide the appointment letter or email advice)
- All absences will be recorded on the Connect Childcare system and frequent absences (75% attendance or less) will be investigated and further action or monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.
- Absence is also monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infection such as German Measles.
- Monitoring attendance and use of government funded hours may be passed on at the local authority's request.
- If a child is missing from Pre School on several occasions or stops attending the setting with no explanation, educators are alert to the possibility of risk of

abuse or neglect and informs the Designated Safeguarding lead (DSL) who will investigate and liaise with outside agencies.

**Funder places:**

- Two-, three- and four-year-old funding is provided through the local authority. This is public money, and we feel that we have a duty to ensure that it is used appropriately. If a child is due to attend 9am – 3pm but arrives at 9.15am on a regular basis, then a conversation will be held with a parent regarding the funding claim.
- We would discuss reasons for absence with parents before retracting the funding offer and make every effort to work with them to encourage them to increase attendance. Funding would only be withdrawn as a last resort, and at the end of a school term.

**References to other policies:**

- Safeguarding Policy

This policy was adopted at the team meeting held on Wednesday 17<sup>th</sup> September 2025 by Director, Room Lead, Deputy and Educators.

Next review September 2026