PLUMPTON SCHOOL

NURSERY EARLY YEARS ATTENDANCE POLICY AND PROCEDURES

Relevant roles held and by whom (correct at the time of publishing)	
Senior attendance champion:	Sarah Penny
Designated Safeguarding Lead (DSL):	Sarah Penny

Approved by[1]			
Name:	MARK HALLIBURTON		
Position:	CHAIR OF GOVERNORS / ATTENDANCE GOVERNOR		
Signed:	M B Halliburton		
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[1]Head teacher/Proprietor is free to approve this Policy and procedures.
[2]Head teacher/Proprietor is free to determine the review period but the Policy and procedures must be brought to the attention of parents, and relevant others at least annually.

REVIEW SHEET

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision/Review
1	Original	Sept 2025

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Nursery Early Years Attendance Policy

1. Definitions

For the purpose of this Policy and procedures, the following definition applies:

Parent – (from Section 576 of the Education Act 1996) includes all natural parents (whether they are married or not), all those who have parental responsibility for a child or young person (caregivers), and those who have day to day responsibility for a child or young person (i.e., lives with and looks after the child).

Child/children – a young person who has not yet reached statutory school age.

2. Introduction

The DfE EYFS Statutory framework for group and school-based providers sets out the requirements for EYFS providers to have an Attendance Policy and procedures which can be shared with parents. The framework also requires us to follow up on any absences in a timely manner.

At an early age, continuity and consistency are important contributors to a child's wellbeing and progress. We believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years. We aim to promote good attendance and set good habits in preparation for school.

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which in turn prevent them from being able to benefit fully from the learning opportunities available

Children with good early years attendance also perform better than their peers at the end of Reception. This means that a lack of attendance could affect your child's learning and development. Therefore, regular and punctual attendance is paramount so that all children have full access to the EYFS curriculum

This Policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety, protection and wellbeing of all children in our care.

3. Attendance expectations

Young children can sometimes be reluctant to attend early years provision. This could be because they are tired or just want to stay at home with their parents. However, it is always better to support your child's wellbeing by reminding them that they will have a great time with their friends, playing and learning. Cooperation and communication between home and nursery is the best way to support a child's wellbeing needs.

We expect children to attend their scheduled sessions regularly and punctually. Parents are responsible for ensuring their child's attendance. If a child is unable to attend, parents must notify us as soon as possible.

4. Reporting absences

Parents must notify the EYFS provider of their child's absence on the day of the absence. Absences can be reported by telephone: 01768 894247 or via Email: admin@plumpton.cumbria.sch.uk. When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of absence.

5. Unexplained absences

Parents should provide the setting with at least 3 emergency contact numbers. Where possible, one of these numbers should be for an individual who does not live in the child's home. If a child is absent without notification, we will attempt to contact the parent using the primary contact number provided.

If we are unable to reach the primary contact person, we will attempt to contact the secondary or third emergency contacts provided. All contact attempts and outcomes will be recorded in the child's attendance record. If we are unable to make contact and have concerns about the child's welfare, we will follow our child protection procedures.

6. Prolonged absences

A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation. If a child is absent for a prolonged period, we will:

- make repeated attempts to contact parents and emergency contacts;
- send a written communication (e.g., email or letter) to the parent;
- consider a home visit, if appropriate, and follow internal procedures which could include the withdrawal of the child's nursery placement.
- consult with our DSL if there are concerns about the child's welfare.

7. Illness

If your child is unwell, please keep them at home to prevent the spread of infection. UK Health Security Agency have some useful information for parents on whether they should keep their child off school, under what circumstances and for how long (NHS - Is my child too ill for school). Please inform us of any contagious illnesses, such as chickenpox, measles, mumps, scarlet fever, whooping cough etc. If a child is suffering from diarrhoea and vomiting, they should not return to the setting until 48 hours after their last episode or as advised by a medical professional.

8. Late arrival/Early collection

Please inform us if your child will be arriving late or being collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality. Only authorised persons can collect children. Please inform us of any changes to collection arrangements.

9. Late collection

It is important that you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform the school. In the unlikely event that you are unable to make alternative arrangements, you will be charged for After School Club.

10. Safeguarding/Child Protection

Staff are trained to identify and respond to safeguarding concerns. Any concerns about a child's welfare will be reported to the DSL. We will follow our child protection procedures and work with relevant authorities as necessary.

11. Transition

If you decide to move your child to another setting, then please inform us so that we can send records to the next setting to ensure a smooth transition and we can take them off our register.

12. Policy review

This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with relevant legislation.