

West House School

EYFS Attendance Policy



Policy Title:	Early Years Foundation Stage Attendance Policy
Last Review:	December 2025
Next Review:	September 2026
Responsibility:	Head of EYFS and Nursery Operations Manager
Other Relevant Policies:	Safeguarding Policy School Attendance Policy Giving Notice Policy

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1. INTRODUCTION AND AIMS

At West House Nursery we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all, and so we will work with parents to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, manager, head of EYFS or the attendance champion, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

2. PROMOTING GOOD ATTENDANCE

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality
 - Is expected
 - Is in the child's best interest, and
 - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

3. AUTHORISED ABSENCE

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

- Illness
- Bereavement
- Health services appointments
- Religious observance
- Interviews
- External agency assessment
- Visa/Passport appointments

4. MONITORING ATTENDANCE

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.

5. ATTENDANCE REGISTER AND REGISTRATION

For all pupils in our nursery, the attendance register is completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school and supervised by a member of staff or a person approved of by the school;
- unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by the school or local authority; where the home is not within walking distance);
- taking authorised absence (granted leave of absence by the Headmaster or his representative; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs); West House School Admissions and Attendance Register Policy Page 6 of 10 Updated October 2025
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

Registers are kept on the Engage Management Information System and the register codes are used across the school and EYFS and set out in Appendix A together with explanatory notes.

6. REPORTING OF ABSENCE

Parents need to notify the nursery of their child's absence either in writing, by emailing alwash@westhouseprep.com, message via Family, or by telephone call (0121 440 4097) at the beginning of the first day of absence. The nursery should be informed of the specific reason for the absence. The parent must call nursery each day of absence to provide an update. The Nursery Operations Manager will always contact the parent by 10am on the first day of an unexplained absence in order to obtain a reason for a child's absence. The nursery has at least two contact numbers for each pupil. If no contact can be made, then the Nursery Operations Manager will attempt to contact the child's parents using the other contact numbers held for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the Nursery Operations Manager or DSL will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it onto the School's electronic register. Any concerns, persistent or prolonged absences, will be referred to the local authority, in accordance with the school's child protection and safeguarding policy. The school always publishes the term dates at least one year in advance so that holidays can be arranged outside term time without dispute.

Non-attendance procedure:

- If a child is absent and we are informed of their reason for absence, this will be recorded on the register using the correct statutory code.
- If a child is still absent at 10:00am without an explanation, a telephone call (to priority and secondary numbers, e.g. home and work) will be made to the main carer to establish the reason for the absence
- If no contact is made, then we will follow this process:
 - Contact any second main carer (to priority and secondary numbers, e.g. home and work)
 - Contact the first emergency contact number
 - Contact the second emergency contact number.

- If there continues to be no contact and there is cause for concern, the health visiting service and/or the Children and Family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

7. LEAVING THE NURSERY

If you decide to withdraw your child from the nursery, please see our Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and, therefore, will not expect them to attend.

If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information.