



Attendance Policy

Statement of Intent

At Stockton House Pre-School we believe that regular attendance is vital for children's development, continuity of care, and engagement in learning activities.

This policy sets out our expectations for attendance, the procedures for reporting absences, and the actions we will take if a child is absent without notification or for a prolonged period of time. It aims to ensure children's safety, well-being, and consistent care, and to support families in maintaining regular attendance.

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 to them.

Studies show that children who regularly attend Preschool and Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend.

Purpose of the Policy

The purpose of this policy is to:

- Outline the expectations for parents/carers to inform the setting of their child's absence.
- Ensure that absences are followed up promptly to confirm the child's safety.
- Explain the steps the setting will take if a child is absent without notification or for a prolonged period.
- Highlight the importance of maintaining accurate attendance records for safeguarding purposes.

Attendance / Expectations

Parents/carers are expected to ensure their child attends regularly and on time.

- If a child is going to be absent, parents/carers must inform the setting as early as possible, preferably before the start of the session, stating the reason for the absence and the expected return date.
- If a child is unable to attend due to illness or other circumstances, parents/carers must notify the setting on each day of the absence unless a clear return date has been provided.

Reporting Absences

Parents/carers should report absences by:

- Calling the setting directly on 07487 573692
- Sending a whatsapp message / SMS to 07487 573692
- Sending an email to office@stocktonhouseschool.co.uk
- Notifying the office via email or whatsapp / SMS if the absence is planned in advance (details above)



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When reporting absences we need to know why the child is absent; "they won't be in today" or "they are poorly" will be followed by with WHY / DEFINE POORLY.

Follow-Up on Unreported Absences

- If a child is absent without notification, the setting will attempt to contact the parent/carer as soon as possible on the first day of absence to confirm the child's safety and wellbeing.
- If the parent/carer cannot be reached, staff will proceed to contact the alternative emergency contacts provided.
- Where possible, the setting should have more than two emergency contact numbers on file for each child.

Prolonged or Unexplained Absences

- A prolonged absence is defined as an extended period of absence without a valid reason or communication from the parent/carer.
- Staff will use their professional judgement to consider the child's personal circumstances, including any known vulnerabilities, patterns of attendance, and their home life, when determining whether an absence should be classified as prolonged.
- If there are concerns about a child's safety, well-being, or vulnerability, the setting's safeguarding procedures will be implemented. This may include contacting local children's social care services or requesting a police welfare check.

Monitoring Patterns and Trends

- Staff will monitor attendance regularly to identify patterns and trends that may indicate a concern, such as frequent, unexplained absences or lateness.
- Where patterns of irregular attendance are identified, the setting will engage with the parent/carer to understand the reasons and offer support where appropriate.

Action in Case of Concerns

If concerns are raised about a child's attendance or safety:

- The Designated Safeguarding Lead (DSL) will be informed and will assess the situation.
- The DSL may decide to refer the matter to local children's social care services if there are safeguarding concerns, or if there are significant difficulties in contacting the child's parents/carers.
- In cases where there is an immediate concern for the child's safety, a police welfare check may be requested.

Sharing the Attendance Policy with Parents/Carers

- This policy will be shared with all parents/carers during the registration process, and copies will be made available upon request.
- Parents/carers will be reminded of the policy's key points throughout the year, particularly during periods of heightened risk, such as the beginning of new school terms or changes in attendance patterns.



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Emergency Contact Information

- Parents/carers are required to provide at least two emergency contact numbers (home, mobile and work), and it is recommended that more than two be provided where possible (this excludes the parents)
- Parents/carers must ensure that contact information is kept up to date and notify the setting of any changes promptly.

Review

This Policy has been reviewed and updated on **1st August 2025** by

A handwritten signature in black ink, appearing to read 'Jenny Moore'.

Jenny Moore, BA EYPS
Early Years' Manager
Stockton House School