MANOR ROAD PRIMARY SCHOOL

EYFS (PRE-SCHOOL) ATTENDANCE POLICY

September 2026

Manor Road Primary School

EYFS (Pre-School) Attendance Policy

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Manor Road Primary School

EYFS (Pre-School) Attendance Policy

POLICY STATEMENT

At Manor Road Primary School Pre-School, we recognise that regular attendance is essential in supporting children's learning, development, wellbeing and readiness for school. Although attendance at Pre-School is not compulsory, we strongly encourage all families to ensure their child attends regularly and punctually to gain the maximum benefit from the Early Years Foundation Stage (EYFS) curriculum.

We are committed to working in partnership with parents and carers to promote good attendance habits from the earliest stages of education and to identify and address any barriers that may affect a child's attendance.

Even if a child only has a part-time place in Pre-School, regular attendance remains especially important. Attending EYFS Pre-School helps children develop habits of regular attendance and punctuality, supporting a smooth and positive transition to reception.

This policy outlines the procedures in place to promote and monitor attendance within our Early Years setting and the steps that will be followed if a child is absent. It also explains the importance and benefits of regular attendance.

AIMS

This policy aims to:

- Promote regular attendance and punctuality.
- Support children's learning, development and wellbeing.
- Establish positive attendance habits before compulsory school age.
- Work collaboratively with families to overcome attendance barriers.
- Ensure children receive consistent access to high-quality early years education.
- Maintain accurate attendance records in line with statutory requirements.

LEGISLATION & GUIDANCE

This policy has regard to:

- Childcare Act 2006
- Early Years Foundation Stage Statutory Framework for Group and School-Based Providers (DfE, September 2026)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (current version)

- Equality Act 2010
- UK GDPR and Data Protection Act 2018

SCOPE

This policy applies to all children who attend our Pre-School setting either part-time or full-time.

PROMOTING GOOD ATTENDANCE IN OUR EARLY YEARS PROVISION

To ensure every child benefits fully from their early education, we are committed to promoting regular attendance and punctuality. We will:

- Communicate clearly with parents and carers about the importance of regular attendance and punctuality, highlighting that it is in the child's best interest.
- Follow up any unexplained absences promptly to ensure child safety and to identify any potential barriers to attendance that may require support or intervention.
- Maintain accurate attendance records to monitor and evaluate patterns of absence and lateness, allowing us to respond effectively to any concerns.
- Build on existing good practice by fostering a positive attitude toward attendance. We will respond quickly to absences and celebrate both good and improving attendance.
- Target areas of concern by identifying issues with attendance or punctuality and implementing supportive strategies to encourage improvement.

WHY ATTENDING A FUNDED PLACE MATTERS

The government funds places at Pre-School for either 15 or 30 hours each week in order to give children the best possible start in life.

Regular attendance helps children to:

- Develop secure relationships with adults and peers.
- Develop social skills.
- Build confidence and independence.
- Establish routines that support emotional wellbeing.
- Access the full range of learning opportunities within the EYFS curriculum.
- Prepare for the transition into Reception and compulsory education.

Irregular attendance may affect a child's progress, social development and sense of belonging within the setting.

ROLES AND RESPONSIBILITIES

Parents and Carers

Parents and carers are expected to:

- Ensure their child attends regularly and arrives on time.
- Notify the pre-school as soon as possible if their child is absent.
- Provide reasons for all absences.
- Inform the school of any changes to contact details.
- Work with staff to address any attendance concerns.

Pre-School Staff

Staff will:

- Maintain accurate attendance registers.
- Monitor attendance patterns.
- Encourage good attendance and punctuality.
- Discuss attendance concerns with parents at an early stage.
- Provide support and signpost families to appropriate services where required.

Headteacher / Senior Leadership Team

The Headteacher / Senior Leadership Team will:

- Oversee attendance arrangements.
- Review attendance data regularly.
- Ensure attendance concerns are addressed appropriately and sensitively.
- Promote a positive culture of attendance throughout the setting.

REGISTRATION AND ATTENDANCE RECORDS

Children should attend Pre-School consistently in line with their agreed sessions and arrive on time to benefit fully from the learning and social experiences provided.

At Manor Road Pre-School:

- A daily attendance register will be completed for each session.
- Registers will record whether a child is present, absent, or arrives late.
- Staff will discuss persistent lateness with parents and explain the impact of this on their child
- Attendance records will be maintained securely in accordance with data protection requirements.

Attendance will be monitored regularly by Pre-School leaders and if a child's attendance falls below expected levels will:

- Discuss concerns with parents / carers
- Seek to identify and understand any barriers to attendance
- Agree strategies and support where appropriate
- Review progress and maintain ongoing communication with parents / carers

Where a child has prolonged or repeated absences, the setting will work with parents/carers to understand and address barriers to attendance. Where appropriate, advice may be sought from relevant professionals or agencies to support the child's wellbeing and engagement. The focus will always be on supporting the child and family, not on applying sanctions.

REPORTING AN ABSENCE

If your child is unable to attend, you should inform the Pre-School before the start of the session whenever possible by sending a Dojo message.

Where no reason for absence is received, staff will make reasonable attempts to contact parents or carers to ensure the child's welfare. This is in line with the EYFS Statutory Framework, which advises that contact should be made in a timely manner, using professional discretion based on the child's individual circumstances.

Also in line with the EYFS Statutory Framework, parents must provide at least two emergency contacts for your child and to notify us if the details of these contacts change in any way. Our priority is always your child's safety and wellbeing and having additional contacts ensures that we are able to respond quickly and appropriately if needed.

CHILDREN WITH ADDITIONAL NEEDS

At Manor Road Pre-School, we recognise that some children with Special Educational Needs and Disabilities (SEND), medical needs or additional vulnerabilities may experience barriers to attendance.

In these circumstances, we will:

- Work closely with families and relevant professionals
- Make reasonable adjustment where appropriate
- Develop supporting attendance arrangements that meet individual needs
- Promote inclusion and equal access to learning opportunities

EQUALITY AND INCLUSION

This policy will be implemented fairly and consistently for all children. The Pre-School will have due regard to the Equality Act 2010 and will ensure that no child or family is disadvantaged because of a protected characteristic, disability, medical need or individual circumstance.

SAFEGUARDING

Attendance forms an important part of safeguarding procedures.

Unexpected or prolonged absences may raise welfare concerns. Where staff are unable to establish a child's whereabouts or have concerns about a child's safety or wellbeing,

safeguarding procedures will be followed in accordance with the school's Safeguarding & Child Protection Policy.

POLICY REVIEW DETAILS		
Policy written by	Kellie Foulds	September 2026
Policy reviewed		
Review schedule	Annually, or sooner if legislation or statutory guidance changes	