



Attendance and Absence Policy

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Policy Statement

At Bradpole Preschool, we take steps to ensure children are kept safe, their wellbeing is promoted, and they do not miss out on their entitlements and opportunities. Good attendance supports positive outcomes for children and helps them to feel secure, settled, and engaged in preschool life. In a small minority of cases, regular attendance may also support the early identification of more serious concerns relating to a child or family.

Consistent attendance enables children to develop secure routines, build strong relationships, and make good progress in their learning and development. It also supports continuity of learning, allowing children to build on previous experiences and develop secure attachments with staff and peers, contributing positively to their emotional wellbeing and social development.

We are committed to working in partnership with families to promote good attendance. Parents and carers are encouraged to ensure children arrive on time for their sessions, as late arrival can be unsettling and may make it more difficult for children to settle into the session and participate fully in activities.

We have a responsibility to monitor and record children's attendance and absences. Although attendance at preschool is not compulsory, we work with parents and carers to promote regular attendance and support children in developing positive habits for future learning and school readiness.

Reporting Absence

Parents or carers must inform the preschool as soon as possible if their child will be absent.

Notification should include:

- Reason for absence
- Expected length of absence
- Any relevant medical information

Absences should be reported by:

- Telephone
- Email
- Or in person

Term time Holiday

If a child will be absent due to a holiday taken during term time, parents and carers must notify the setting in advance by email. Children in receipt of Early Years Funding will not be funded for more than two weeks of holiday per term therefore any additional holiday will be charged at the setting's hourly rate, as funding does not cover this period

Registration and Recording

- Daily registers are completed accurately at the start of each session.
- Arrival and departure times are recorded.
- Absences are monitored and reviewed regularly.
- Parents and carers are expected to ensure that children arrive on time for their scheduled sessions to ensure the children are able to settle in with their peers.



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Monitoring Attendance and Safeguarding

- Staff will regularly monitor children's attendance and identify any patterns of absence. Any concerns will be shared with the preschool lead.
- Staff will follow up promptly on any unexplained absence by contacting parents or carers, recording the reason given, and addressing any concerns. If parents or carers cannot be contacted, emergency contacts will be used.
- When reviewing attendance, staff will take into account individual family circumstances and the needs of the child. The preschool lead will determine whether absences are persistent or prolonged.
- Persistent or unexplained absences may raise safeguarding concerns. Where appropriate, the setting's safeguarding policy will be followed.
- The Pan-Dorset Safeguarding Children Partnership Continuum of Need tool may be used to assess and monitor a child's level of need and vulnerability. Where additional support may benefit the family, a Team Around the Family (TAF) meeting may be arranged to consider multi-agency support.
- If an unauthorised absence continues for more than two consecutive days and all attempts to contact parents, carers, and emergency contacts have been unsuccessful, or if persistent absences continue despite support from the setting, the preschool may need to notify Children's Services in line with safeguarding procedures. This is in accordance with the Children Act 2004 and the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) Statutory Framework, which place a duty on providers to safeguard and promote the welfare of children.

Fees

Fees remain payable during periods of absence, including illness, holidays, or for any other reason.

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during the Summer 2026

Date to be reviewed: Autumn 2027