



ATTENDANCE POLICY

Review date: Spring 2028

AUGHTON EARLY YEARS CENTRE ATTENDANCE POLICY

This Policy has been developed in conjunction with DfE and LA Guidance.

Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

Governors and staff at Aughton Early Years Centre fully endorse regular attendance as key in ensuring the learning and progress of all children. We aim to create an ethos where attendance and punctuality is valued by everyone. Although it is recognised that attending the Centre is non-statutory, we know that a consistent routine for very young children contributes positively to their well-being and progress. Regular attendance sets a strong pattern for children as they move onto school, and instils good time-keeping, a skill which is required throughout life.

AIMS AND PRINCIPLES OF GOOD ATTENDANCE

- The Centre is committed to maximising the achievement of all children
- We recognise the clear link between good attendance and educational achievement
- Regular and punctual attendance is vital if children are to benefit fully from the academic, personal and social opportunities, which are offered to them within the Centre
- Parents/carers play an important role in supporting the Centre and encouraging children to reach 100% attendance levels
- The Centre will take appropriate action to promote and encourage good attendance.

STATEMENT OF EXPECTATIONS

What the Centre expects of parents/carers:

- To fulfil their responsibility by ensuring their children attend Centre regularly and on time
- To ensure that they contact the Centre on the first day their child is unable to attend and any subsequent days
- To inform the Centre in confidence of any difficulties or changes in circumstances that may affect their child's attendance.

What parents/carers and children can expect of the Centre:

- An environment that is warm and welcoming where every child feels a sense of belonging and connectedness
- We open and receive children promptly into their respective bases at the stated times
- Ensure all closures; INSET, holidays are clearly communicated/displayed
- Provide a broad and balanced education that is dependent on regular attendance at the Centre
- Encourage and promote good attendance
- Regular, efficient and accurate recording of attendance
- Follow robust safeguarding procedures, making first day contact with parents/carers when a child fails to attend the Centre without providing good reason
- Staff respond warmly and sensitively when children return after absence
- Prompt action on any problems identified
- Close liaison with Early Help Services to assist and support parents/carers and children where needed
- Notification to parents/carers of their child's attendance record through regular reports home.

ATTENDANCE PROCEDURES

Registration Procedure

- Registration begins at 8.45am each morning and at 12.15pm in the afternoon in our FS1 and Pre-school bases. In the 0-2 and 2-3 day-care provision, children are registered at 7.45am and 12.45pm
- Administration team should insert a code for every child whether it is a present, absent or unable to attend etc
- Staff should be in their base at the start of the registration period
- The morning register closes 15 minutes after the start time

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- Reception must be informed of any child arriving beyond the registration period.

The Centre's Response to Attendance Issues

- The Centre will identify and monitor children whose attendance gives cause for concern
- Appropriate strategies will be employed in order to address the attendance of individual children
- The Centre will record all attendance related incoming messages from parents
- The Centre will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a child's absence. This is usually done within 45 minutes of session start time
- Where the Centre has repeatedly failed to contact the home or poor attendance persists, staff will discuss appropriate support strategies with Early Help
- The Centre attendance data will be collected, analysed and monitored. The Centre will respond to any areas of concern identified
- Any safeguarding concerns are of the upmost importance. If at any stage of a child being absent, he/she is thought to be suffering or is at risk of suffering harm, our child protection procedures will be followed
- If after a period of four weeks of non-attendance, where every effort has been made to support and encourage both the family and the child to attend, advice would be given to the parent/carer that the place will be withdrawn. Funding for the place will cease but the Centre will remain in contact with the family.

Involvement of Parents/Carers

It is vitally important that parents are actively engaged in promoting good attendance.

- Registration certificates will be issued at the end of each term
- The Centre will react positively to any parental concerns
- Parents will be encouraged to make contact with Centre to discuss any issues impacting on their children's attendance.

Reintegration into the Centre after absence

- The Centre will endeavour to support children returning to Centre after a long period of absence
- The Centre staff and Early Help colleagues will liaise closely on this issue and employ appropriate reintegration strategies as required
- Looked After Children (LAC) will be supported following significant disruption to their education in line with a Personal Education Plan. Their attendance will be recorded online through the applicable education authority portal.

ATTENDANCE ROLES AND RESPONSIBILITIES

- The Centre Business Manager has responsibility for attendance
- The SLT develop, monitor and regularly review this policy
- The Admin Team produce and distribute attendance information for parents/carers
- The SLT set, monitor & evaluate targets for improving attendance within Centre, including improving attendance in the Centre Development Plan
- Support all staff in their work related to attendance
- Teachers' & base leaders identify individual children with known attendance problems and ensure these children are monitored closely
- Teachers' & base leaders liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance
- The Admin Team and/or base staff make contact with parents on the first day of absence when children are absent without notification
- All staff are responsible for advising an absence they are notified about (telephone, Class Dojo etc) to the Admin Team to record, and also to the relevant Teacher/base leader.

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Key Persons

This is an important role within the Centre and requires the Key Persons to:

- Have consistent discussions with parents/carers about the importance of regular attendance and punctuality
- Collect reasons for absence when advised from parents/carers and pass them on to the Admin Team to record in accordance with the Centre's procedures
- Monitor individuals, as well as whole class attendance, in line with the Centre's procedures
- Identify trends in the attendance of individual children and respond appropriately
- Liaise regarding any queries surrounding absence, eg not known, odd reasons etc.

The Governing Board

- Receives information from the Head Teacher and/or Early Help on attendance
- Support the Centre in its efforts to promote good attendance.

Parents, staff and children will be made aware of this policy and periodically reminded of its contents.

Last Reviewed by: Andrea Smith

Last Reviewed Date: Spring 2026

Signed: *Andrea Smith*

Last Approved by Governors & Senior Leaders: December 2022 (Non Stat Policy)

Date to be reviewed: Spring 2028

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