



# **Attendance and Absence Policy**

Policy version 1.0  
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At an early age, continuity and consistency are important for a child's well-being and progress. We believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years.

## **1. Our Aim**

To promote good attendance and set good habits in preparation for school.

We strive to:

- To create a culture where good attendance is valued and normalised.
- To value the individual child and their family.
- To be socially and educationally inclusive.

## **2. Rationale**

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.

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. Children with good early years attendance also perform better than their peers at the end of Reception. This means that a lack of attendance could affect your child's learning and development. Therefore, regular, and punctual attendance is paramount so that all children have full access to the Early Years Foundation Stage Curriculum.

## **3. Procedures**

Children should be at their setting on time for the days and hours they attend unless the reason for their absence is unavoidable.

- **Absence:** Parents are expected to inform the setting of an absence. If a child is absent without an explanation for a day. Staff will contact parents to ascertain the reason for the absence.
- **Lateness:** Parents are expected to bring their child to the setting at the time their sessions start. If a child is going to be late then the parents must inform the setting.

- **Our opening hours are:**
  - Term-time only places
    - 15 hours per week
    - Monday to Friday
    - Morning sessions 9:00am – 12:00pm
    - Afternoon sessions 2:00pm – 5:00pm
  - Full year (51 weeks) places:
    - Between 20 and 50 hours per week (parents/carers can choose)
    - Monday to Friday, 8:00am – 6:00pm
    - Children eligible for government funding may access their funded hours at no cost
    - Additional hours are optional and charged private
- ***Persistent failure to have regard to the procedures may result in your place being lost.***

#### **4. Safeguarding**

Safeguarding and child protection are front and centre at St Francis. Persistent unexplained absence will be treated as a safeguarding issue and followed up appropriately.

***You must inform us if you are moving your child to a new setting.***

#### **5. Supporting and working in partnership with our families**

Young children can sometimes be reluctant to attend Early Years provision. This could be because they are tired or just want to stay at home with their parents. However, it is always better to support your child's well-being by reminding them that they will have a great time with their friends, playing and learning. Cooperation and communication between home and nursery is the best way to support a child's well-being needs.

Please talk to us with any concerns you may have so we can work together to support you and your child.

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