Holy Trinity EYFS
Attendance and Non Attendance Policy
September 2025

Policy Scope and Aims

This policy aims to help staff at *Holy Trinity* to have clear understanding and processes to support all children in their setting, to raise the outcomes for children and to provide early help and support at the earliest opportunity. By offering information and practical suggestions about promoting, supporting, recording, and monitoring the attendance of children.

The policy is publicly available on the website (or on request from the academy office so that it can be accessible for our families and anyone visiting and or working with us.

Linked Policies/ Procedures

- Safeguarding and Child Protection
- Complaints
- SEND
- Risk Assessments
- Data Protection/GDPR Guidance

Aims of this policy

- The policy aims to meet the requirements as outlined in Part 3 Early years foundation stage (EYFS) statutory framework -EYFS.
- To build a positive culture of good attendance for all children and to begin to establish a good routine of attending an education setting which in turn helps them to be school ready.
- To have a positive impact on children's learning and development, including promoting language and communication skills.
- To enable staff to have a knowledge of the safety and wellbeing of children accessing the setting
- To help children to build and maintain positive relationships with their peers and with trusted adults.

For all these reasons, good attendance and arriving on time is important for every child, the importance of good attendance is included in the Early years foundation stage (EYFS) statutory framework , Ofsted Early Years Inspection Handbook and Education inspection framework.

Promoting Attendance

At Holy Trinity we encourage and support children to have good attendance throughout their time with us, we do this by:

- Having welcoming atmosphere, where children's arrival is acknowledged and staff are positive and pleased to see both children and parents.
- Having a morning routine so children know what they will be doing when they arrive.
- Building good positive relationships between children, staff, and parents/ carers.
- Being sensitive and supportive around families' circumstances.

- Being aware of the potential needs of both the children and their parents and thinking about if there are any reasonable adjustments that can be made to support children or parents with SEND.
- Offer support/guidance to parents/ carers who struggle to get their child ready in time.

Expectations we have for our parents / Carers

At Holy Trinity we believe in order to support a child in feeling settled and able to access the learning opportunities there is a necessity for good attendance. For all children, a stable and consistent environment plays a crucial role in their overall well-being and developmental progress.

As part of our new parent information, we will highlight the importance of regular attendance for all children as well as the process of notifying Holy Trinity if a child is not able to attend any session they are due to attend. We will ask parents to adhere to the agreed hours of attendance for each child highlighting the importance of bringing their child to nursery at the beginning of the session and collecting them at the end of their session.

Procedure if child is not attending

We know that children do suffer from illnesses and there maybe times when they are not able to attend in these circumstances the parent or carer should phone the academy office before 9am.

Recording and monitoring attendance

In line with the EYFS we must hold a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person."
In line with the EYFS we will be

- Keeping full registration details for each child, as specified in the Statutory framework for the early years foundation stage for group and school providers (publishing.service.gov.uk).
- Keeping accurate information about parents, carers and others who may accompany the child to and from the Early Years setting (Including records of who does/ does not have a legal right of access to each child.)
- Consistently and thoroughly follow up on all absences for individual children and their siblings and keep record of your child's attendance and any reasons/explanations for non-attendance.
- Conduct regular audits on attendance, looking at patterns and potential increases in absence.

If a child does not attend and we do not received any contact from parents or carers, we will attempt to make contact child's parents or carers, if we are not able to contact them we will attempt to make contact with the contacts provided through the child's registration documents.

If we do not have an explanation of absence, or if we have any concerns regarding the child's absence, we will follow the flowchart of actions – see annex 1.

Children at greater risk of harm

At Holy Trinity are aware that non-attendance, poor attendance, inconsistency in attendance or frequent lateness may be a sign or indicator of further concerns or where early help support for the child and/or family is required. It is important that we recognise that there are some factors that mean a child is potentially at greater risk of harm than others and that where there are multiples of these factors the level of vulnerability is increased.

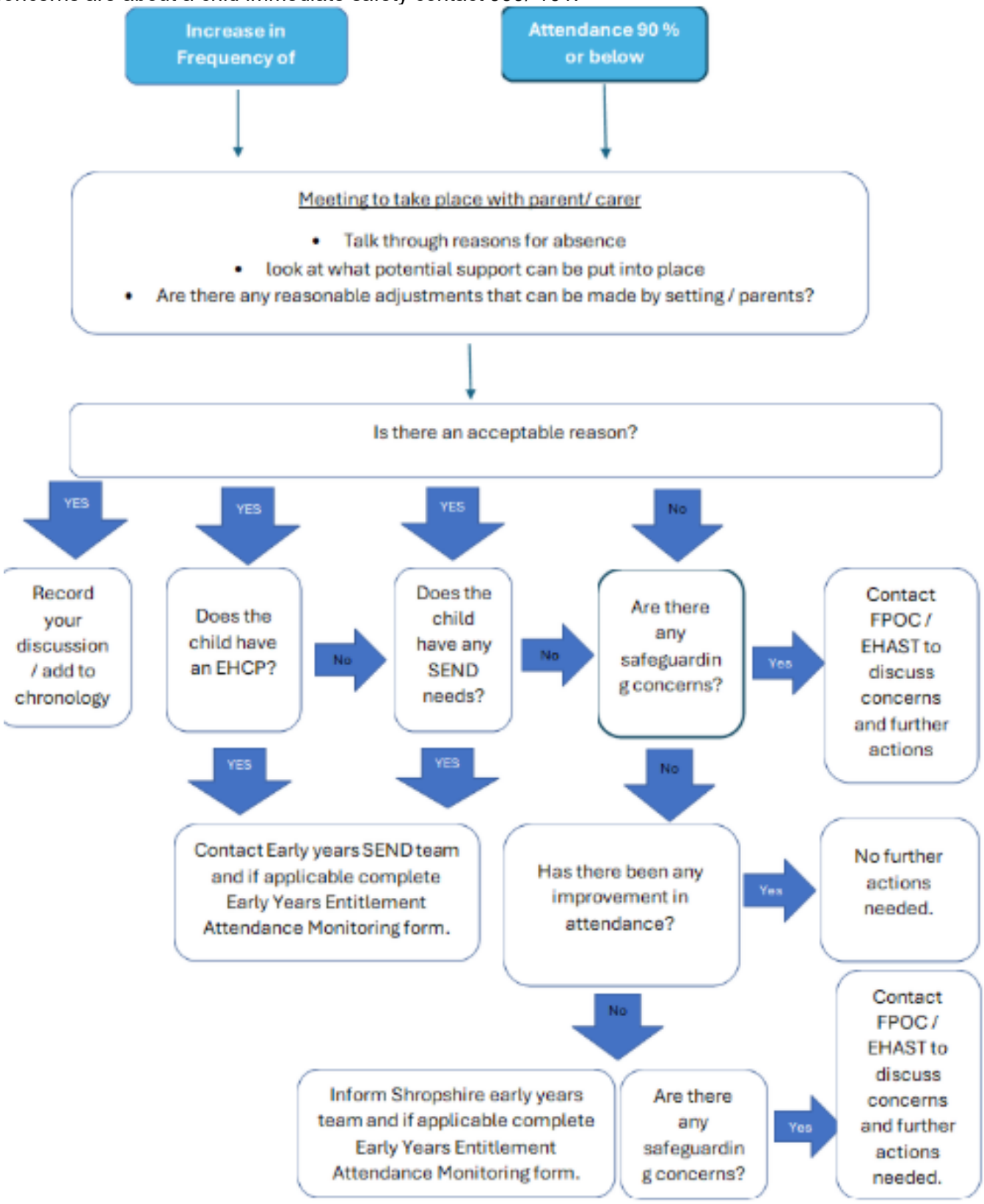
- Concerns around sleep, nutrition, cleanliness, development.
- Family dynamics changing through bereavement, separation, divorce.
- Family facing financial hardship - benefits, change in employment, housing.
- Families for whom English is an additional language.
- Children with Special Educational Needs or Disabilities
- Families where early help support has been reoccurring.
- Children who are classed as a Child in Need
- Children on Child Protection Plans.

When a child's place includes entitlement funding we have a duty to inform the early years education team through completing an Early Years Entitlement Attendance Monitoring form. (see annex 2)

Annex 1

Flow Chart of actions

If you have any concerns about a child's safety or welfare, please follow your safeguarding policy. If those concerns are about a chid immediate safety contact 999/ 101.



Name of setting:	Period/Term:

Funding Reference i.e. - 24U reference number - NEF/15hrs - EFE 11 digit reference	Number of hours/ sessions expected to attend	Number of hours/ sessions actually attended	Dates of late or non attendance	Please tell us about the reasons given by the parent/carer. Include a brief description of your discussions and any further actions you have taken which may include discussions with other professionals.

Review date: Sept 2027, or in response to statutory changes.