



Pre-School Attendance Policy

Good attendance plays a fundamental role in supporting children's educational achievements, well-being and in keeping children safer. Establishing regular routines for young children supports the settling in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance is still important. Attending pre-school helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition into reception.

Expectations for Attendance

We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for their child's attendance.

Reporting Absences

If a child is unable to attend or is expected to arrive late, parents and carers must inform the pre-school at the earliest opportunity. Notification should be made by either calling the school office on 01494 674325, messaging via Tapestry, or emailing Preschool@holtspurschool.co.uk. When reporting absences please provide the child's full name, reason for absence (e.g. illness or appointment) and the expected duration of the absence. Parents and carers are also required to inform pre-school of any planned absences such as holidays or appointments, giving as much notice as possible.

Procedures to Record, Monitor and Follow up Non-attendance

Registration will be completed for both morning and afternoons sessions using Tapestry and a paper register as children enter Pre-school. All absences or lateness and reasons for them are recorded on our online registration system on Tapestry.

Non-attendance

If a child is absent without any explanation, we will call the parents/care using the primary contact number provided.

If no contact is made we will attempt to contact the secondary number provided and work in turn through the emergency contact numbers until contact is made. All contacts and outcomes will be recorded on the child's online attendance record. A call to siblings' schools, nurseries if known may also be made establish the child's whereabouts.

If contact cannot be made telephone call, a home visit may be carried out.

Illness

If your child is unwell, please keep them at home to prevent the spread of infection. Please inform us of any contagious illnesses, such as measles and chickenpox.

Late Arrival/Early Collection

Please inform us if your child will be arriving late or collected early. Late arrivals can disrupt the learning environment, so we encourage punctuality. Only authorised persons can collect children. Please inform us of any changes to collection.

Late Collection

It is important you arrive on time to collect your child. If for any reason you are unable to, please arrange for a family member or friend to collect your child and inform pre-school by calling the school office on 01494674325. In the unlikely event that you are unable to make alternative arrangements, you will incur a late charge.



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Children who are not collected

If no one arrives to collect a child, we will allow 15 minutes before calling the parents on the primary contact numbers.

If we are still unable to contact parents we will work through the additional authorised emergency contacts until we locate someone who is able to collect the child. A knowledge of the password and photographic ID is required where the contact is unknown to us.

At all times two members of staff will remain with the child in pre-school. One will stay with child while the other continues to contact parents or emergency numbers. They will remain calm and the child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process.

If we are unable to contact either the parents or emergency contacts and the child is not collected after an hour we will call FIRST RESPONSE on 01296 383969 and follow their advice.

Prolonged or Frequent Absences

All absences will be recorded and monitored and frequent absences (75% or less) will be investigated and further action or monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.

Monitoring Attendance and Punctuality

While we are aware that attendance is not statutory, non-attendance could be an indicator of other concerns and therefore, records of children's attendance and punctuality are accurately kept and regularly monitored to ensure we can identify any potential problems and look for patterns.

All managers and staff are alert to signs that children who are missing may be at risk of abuse or neglect. If a child is missing from pre-school on several occasions or stops attending the setting with no explanation, the DSL will investigate and take appropriate action.

We are particularly aware of the need to monitor groups such as children who are in receipt of two-year-old funding and those for whom we received Early Years Pupil Premium, as these groups are considered as vulnerable learners.

Funded Places

Monitoring attendance and the use of government funding hours may be passed on at the local authority's request.

We will discuss reasons for absence with parents, and make every effort to work with them to encourage them to increase attendance.

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This policy will be updated annually or in line with new legislation