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# Attendance Policy



# Document and Version Control

Document Title	Attendance Policy
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Policy Owner	S. Shilling
Policy Approver	Board of Directors

Version	Date	Amended by	Comments
V7	Spring 2026	S. Shilling	

Section	Changes Made
V7	Updated EEF Provider agreement and additional information from EY Safeguarding Reforms

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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust.

The current **Provider Agreement (2025)** states:

*17.7 Providers must maintain an up-to-date record of attendance for all children for whom they provide EEF places and make it available to the Council when required along with other monitoring information. The Council shall ensure that Providers are not penalised by withdrawing funding for short term absence and the Council will pay for a **maximum of twenty (20) days absence** (whether over consecutive or sporadic days) **within a single term time** for which the child would normally have attended for EEF hours.*

*17.10 Where the Council do reclaim EEF monies, the Provider is fully entitled to charge/ invoice Parents in such circumstances.*

## Aims

To promote good attendance and punctuality in partnership with parents and carers in Early Years and Care Club settings, ensuring that good habits are formed early, so that children are school ready.

Regular early years attendance is important for all children as it is only through regular, consistent routines that 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.

At Our Pride, Our Joy we believe that:

- Regular attendance and good punctuality are important for maximising achievement and obtaining the greatest benefit from our settings.
- Good relationships with children and their families are vital in encouraging regular attendance and punctuality.
- Children settle well and want to attend settings when they feel valued and have a sense of belonging.
- Good habits of attendance and punctuality are key skills for adult life.

## Procedures

At Our Pride Our Joy we offer both Government –funded and privately paid for places. Government funding can cover either 15 hour per week; five mornings/afternoons or two and a half days, or 30 hours which equates to five full school days. There is no additional cost to parents for these sessions unless you wish to purchase a hot dinner for your child.

We promote good attendance and punctuality by:

- Ensuring children attend for the expected hours.
- Requiring parents to call the setting if their child is going to be late or absent.
- Requiring parents to report sickness.
- Communicating with parents and following up on non -notification of absences **each day the child is absent** as part of promoting good attendance and punctuality.

- Contacting emergency contacts if parents are not available.
- Encouraging parents of nursery age children to consider taking their children on holiday outside of term time, so that they are 'school ready' and get into good habits.
- Monitoring children's attendance for patterns of absence which may indicate safeguarding concerns.
- Consistently following up poor attendance and punctuality.

Please note that for funded places any absences your child has **above the allowed 20 per term**, will cease to be paid for. If this occurs, we reserve the right to charge you for the additional sessions as per the charges below for your child to retain their place with us.

#### Two- Year-Olds

Per Session - £23.80

Per Day - £47.60

#### Three/Four -Year-Olds

Per Session - £18.70

Per Day - £37.40

### Supporting Families

We recognise that sometimes families may need extra support with attendance and punctuality, therefore honest communication is essential between the family and the setting or key person. Where children's attendance is poor and not improving, the manager will talk to parents/carers about completing an EHA. (Early Help Assessment)

In line with our commitment to the communities we serve, where significant unforeseen challenging family circumstances occur, Our Pride Our Joy will welcome requests from parents and carers for support with financing sessions above those funded. Parents and carers should approach the Manager in each setting in the first instance who will treat any approaches sympathetically and in confidence. Based on individual requests, an informed decision will then be made by the Regional Manager and the Vice-CEO.

### Safeguarding

We all have a duty to keep children safe and protect them from harm and staff are aware that poor attendance can be an indication of abuse and be a safeguarding issue, which will be recorded and reported following Safeguarding procedure