



St Anthony's Catholic Primary School
An Academy within The Catholic Academy Trust in South Hampshire
'Children in our heart, Christ at the centre'
'We love, we learn and we live'



PRESCHOOL



Name of Policy	Safeguarding children, young people and vulnerable adults procedures Attendance Policy
Reference Number	1.7
Date of e-signoff	
Headteacher	Katrina Straker
Chair of Governors	Torion Bowles
Preschool Governor	Anita Fitzpatrick
Preschool Manager	Alison Reid
Date for Review	September 2026

References

- [1] [Early years foundation stage \(EYFS\) statutory framework](#)
- [2] [Changes to the EYFS framework from 1 September 2025](#)
- [3] [Early Years Attendance Policy for Early Years \(2025\)](#)



Safeguarding children, young people and vulnerable adults procedures

Attendance Policy

This policy has been written, using the 2025 Early Years Foundation Stage (EYFS) statutory framework and recent updates to safeguarding and welfare requirements[\[1\]](#)[\[2\]](#)[\[3\]](#).

Preschool Attendance Policy (2025)

Purpose:

To promote regular attendance, ensure child safety, and support early learning and development in line with the EYFS statutory framework.

1. Policy Statement

Our preschool is committed to:

- Encouraging consistent attendance to support children's learning and development.
- Ensuring the safety and wellbeing of all children through early identification of attendance concerns.
- Working in partnership with parents and carers to foster positive attendance habits.

2. Legal and Statutory Framework

This policy complies with:

- The EYFS statutory framework (2025), which mandates early follow-up of prolonged absences and requires additional emergency contact details[\[2\]](#).
- Safeguarding requirements, including procedures for monitoring attendance and ensuring only suitable individuals are involved in children's care.

3. Attendance Expectations

- Children are expected to attend regularly and arrive on time.
- Parents/carers must inform the preschool of any absence by 9:00 AM on the day.
- Absences should be reported via phone, email, or in person.

References

[1] [Early years foundation stage \(EYFS\) statutory framework](#)

[2] [Changes to the EYFS framework from 1 September 2025](#)

[3] [Early Years Attendance Policy for Early Years \(2025\)](#)

4. Procedures for Absence and Lateness

- Unexplained Absences: If a child is absent without notification, staff will contact parents/carers by 9.30am.
- If the preschool is unable to contact parents/carers, the preschool will then begin contacting the emergency contacts on the child's records.
- If by 10.00am, the preschool has been unable to reach any of the emergency contacts, the Preschool Manager will report to the Designated Safeguarding Lead, to ensure they are aware and to assist with the monitoring of the absence.
- Prolonged Absences: If a child is absent for more than 3 consecutive days without explanation, the Designated Safeguarding Lead (DSL) will be informed and a phone call will be made to check the welfare of the child and ascertain a likely timeline until a return to preschool.
- Lateness: Repeated lateness will be monitored and discussed with parents to identify any support needs.

5. Safeguarding and Welfare

- Emergency contact details must be provided and kept up to date. At least two contacts must be provided for a child.
- Attendance records are monitored weekly and reviewed termly.
- Concerns about attendance may be referred to the local authority or safeguarding partners if necessary.

6. Partnership with Parents and Carers

- We will share attendance expectations during induction and through regular newsletters.
- Support will be offered to families facing barriers to regular attendance.
- Attendance concerns will be addressed sensitively and collaboratively.

7. Monitoring and Review

- This policy will be reviewed annually or in response to changes in statutory guidance.
- Attendance data will be used to inform planning and identify trends.

References

- [1] [Early years foundation stage \(EYFS\) statutory framework](#)
- [2] [Changes to the EYFS framework from 1 September 2025](#)
- [3] [Early Years Attendance Policy for Early Years \(2025\)](#)