

## EARLY YEARS ATTENDANCE POLICY 2024-2025

***'Even when you're very small good attendance makes a BIG difference'***

### **Aim**

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

### **Rationale**

Regular early years attendance is important for all children, even babies, as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development. Research shows that regular part-time attendance from the age of 2 in a good quality early years setting has a lasting impact on children's social development and intellectual attainment throughout school. Staynor Hall Community Primary Academy Foundation stage profile results show a clear correlation between children's attendance and their attainment of the 'good level of development' national standard. Although education is not compulsory until the age of five, figures on attendance in reception classes are now published by the Department for Education. Ofsted take reception year attendance into account when a school is inspected.

Regular attendance has a positive impact on all aspects of a young child's learning and 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. Once children are five, their attendance in school is statutory and Selby children all have an attendance target of at least 97%. Establishing good habits of attendance in the early years will help to ensure that all children have at least 97% attendance by the time they enter reception class.

### **Procedures**

At Staynor Hall Community Primary Academy we promote good attendance and punctuality by:

- Ensuring children attend for the expected hours
- Requiring parents to call the setting if they are going to be late or absent to the school office by 9 a.m. on a morning
- Requiring parents to report sickness to the school office by 8.30 a.m. on a morning
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality. If we receive no message regarding your child's absence then a home visit will be carried to ensure you and your child are safe.
- 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
- Consistently following up on poor attendance and punctuality

### **Supporting Families**

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between you and your key person. We will work with you to support your child's good attendance and punctuality. Where children's attendance is poor and not improving, we will talk to you about the available support from your local children's centre, for example, implementing bedtime routines, and parenting classes.

### **Safeguarding**

We all have a **duty to keep children safe and protect them from harm** and very poor attendance can be an indication of neglect and be seen as a safeguarding issue. Children with below 90% attendance are regarded in school as persistent absentees and those with attendance of **less than 60%** are likely to be referred to Children's Social Care for neglect.

### **Withdrawing a place**

Clearly we will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend for **4-6 consecutive weeks** or more, without a justifiable reason, we may withdraw your child's place. We can only do this once all other routes have been exhausted and the setting has provided evidence of this to and sought the approval of the Early Years Service. The process for formally withdrawing a child's place is as follows:

- We will attempt to contact the family every day that the child is due to be in the setting to meet with them to seek a justifiable explanation (by telephone or home visit and followed up by email).
- The setting sends a recorded delivery letter during the fourth week to invite the parent to a meeting to discuss the situation and warn them of the action that will be taken after 6 weeks.
- We will continue to attempt daily contact through phone and email
- We will send a recorded delivery letter in the final week, explaining that the place will be withdrawn on a specific date.

Signed: J. Tweedlie - Chair of Governors

Date: 04.12.2024

Review Date: 04.12.2025

Review Period: Annually

## EARLY YEARS ATTENDANCE POLICY 2024-2025

<b>Agreement of Parent/Carer</b>	
Signature of Parent/Carer:	
Print Name:	
Name of Child:	Date: