15.1 Attendance and Punctuality Policy

Policy Statement
At Springfield Bees Pre-School we realise the importance of regular, punctual attendance. By attending regularly children feel safe and secure and benefit from the facilities we are able to offer. We may be unable to consistently allow families to collect children early due to staffing ratio's and safeguarding requirements.

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

Aims

- 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.
- Regular early years attendance is important for all children, even toddlers, 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.
- Many schools' Early Years Foundation Stage profile results show a clear correlation between children's attendance and their attainment of the 'good level of development' national standard.
- 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.
- Establishing good habits of attendance in the early years will help to ensure that all children have good attendance by the time they enter reception class.

Objectives

- To ensure and encourage children to attend for the expected hours
- Requiring parents to call the setting if they are going to be late or absent
- Requiring parents to report sickness
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality
- Monitoring children's attendance
- Consistently following up poor attendance and punctuality
- Liaising with other agencies (including Health Visitors and Social Care) if there are concerns about a child's attendance, to comply with our safeguarding policy and procedures.

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between them and their child's key person. The setting will work with you to support your child's good attendance and punctuality. Where children's attendance is poor and not improving, the setting will talk to you about the available support from local agencies, for example, implementing bedtime routines or getting parental advice and support. When children are collected late this affects our ability to operate efficiently and can cause distress to children. If children are collected late, we will impose a financial penalty, whatever the reason or cause. As a charity, our setting depends on the timely collection of children and expect our families to comply with this policy.

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 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.
We reserve the right to refuse admittance to a child if parents do not comply with our strict collection times and will withdraw a child's place for persistent lateness or non payment of fines.

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owne	