

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB



Attendance Policy

(Hedgehogs)

Updated: July 2025

Review Date: July 2028

Attendance and Punctuality Policy

1. Policy Statement

In Woodlands Primary School, Hedgehogs Nursery and Sunbeams Club (the School), we recognise the importance of consistent attendance and punctuality in providing a stable, nurturing, and developmentally appropriate learning environment for all children. In line with the Early Years Foundation Stage (EYFS) statutory framework and associated funding requirements, this policy sets out our expectations and procedures for attendance and punctuality for children aged 9 to 24 months attending our Hedgehogs room.

2. Aims and Objectives

- To promote regular attendance to support each child's learning, development, and emotional security.
- To ensure children settle into routines, benefit from continuity of care, and form strong attachments with practitioners.
- To comply with EYFS funding requirements, ensuring accuracy in attendance records and funding claims.
- To work in partnership with families to identify and address attendance or punctuality concerns early.

3. Attendance Expectations

- Children are expected to attend on the days and times agreed as per their placement and funded hours.
- Regular attendance is essential to support children's development in line with the EYFS areas of learning, particularly the Prime Areas (Personal, Social and Emotional Development; Communication and Language; Physical Development).
- Attendance will be monitored weekly. Concerns around repeated absences without valid reason will be addressed with the parent/carers from a safeguarding perspective in the first instance.

4. Punctuality

- All children are to be brought and collected at their allocated session times to ensure smooth transitions and minimise disruption to the routine of the child and other children in the group.
- Late arrivals can affect a child's ability to settle and engage in planned learning activities, and may also impact the emotional wellbeing of other children.
- If a child will be late or absent, parents/carers must inform the setting as early as possible via phone. The school phone number is - 0151 329 3164. Dial this, then press option 1 to leave a message with your child/children's name, class, and reason for absence or lateness.

5. Absences

- Parents/carers are required to notify the school on the first day of any absence, stating the reason.
- Absences due to illness, family emergency, or pre-agreed leave (e.g., holiday) will be recorded appropriately.
- Prolonged or frequent unexplained absences may result in a review of the child's place and funding eligibility, in line with local authority and EYFS guidance.

6. EYFS Funding Implications

- Funded places under the Early Education Entitlement (15 or 30 hours), by law must meet the local authority's conditions, including regular attendance.
- Persistent absenteeism without valid reasons may result in a reduction or withdrawal of funding, and the school may be required to notify the local authority.
- Parents will be informed if a funding concern arises due to poor attendance.

7. Monitoring and Support

- Attendance and punctuality are reviewed termly by the EYFS lead and Nursery Room Lead.
- Where concerns are identified, the school will work in partnership with the family to offer support, including:
 - Signposting to relevant support services
 - Reviewing hours or flexibility of sessions

8. Review

This policy will be reviewed annually or in response to any changes in EYFS statutory guidance or local authority funding criteria