



CROW ORCHARD

Primary School and Nursery

EYFS Attendance Policy

Policy Lead	Miss J Hollings
Agreed by Governing Body	October 2025
Next review	October 2028 or sooner if legislation/guidance changes.

'We learn with love, grow with purpose and stand strong through every challenge'. At Crow Orchard, we want every child to feel known, safe, valued and inspired. We are a *family* that supports and nurtures each other, celebrates learning and believes that every child can thrive.

This policy is underpinned by our core values of **Love, Growth, and Strength**, which guide every aspect of our practice:



Safeguarding Statement

At Crow Orchard Primary School, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in the Child Protection and Safeguarding Policy apply to all staff, volunteers and governors.

1. Introduction

This policy outlines attendance expectations and legal responsibilities within Crow Orchard Primary School's Early Years Foundation Stage (EYFS), which includes Reception. It should be read in conjunction with the whole-school 'Attendance Policy,' which details broader procedures and protocols. The policy is shaped by the EYFS Statutory Framework (2025), particularly sections 3.72 and 3.73, which require providers to encourage regular attendance, maintain accurate records, and safeguard children through prompt follow-up and up-to-date contact details. It also reflects wider safeguarding legislation, such as the Children Acts 1989 and 2004, Keeping Children Safe in Education (2025), and local authority guidelines ensuring a secure, supportive foundation for children's learning and wellbeing.

2. Rationale

At Crow Orchard Primary School, we want every child to get the best possible start to their education. Coming to school regularly in the early years helps children settle in, build strong friendships, get used to daily routines, and make good progress in their learning. This policy sets out how we support and encourage good attendance in our EYFS settings, which includes Reception. It follows the 2025 EYFS Statutory Framework, which highlights the importance of regular attendance, keeping accurate records, and having up-to-date contact information for all families. These steps help us keep children safe and give them the best chance to thrive.

3. The Importance of Attendance in the Early Years

Although children are not of compulsory school age until the term after their fifth birthday, the 2025 EYFS Framework makes it clear that regular attendance is vital for ensuring children's welfare, safety, and progress. We expect all families to support good attendance from the outset of their child's education. Children who attend consistently are more likely to:

- Feel secure in their environment
 - Develop meaningful relationships with staff and peers
 - Make stronger progress across all areas of learning
 - Build resilience and confidence
- Irregular attendance can have a significant impact on a child's emotional wellbeing and early development.

4. Safeguarding and Legal Requirements

In line with section 3.72 of the EYFS Statutory Framework (2025), all children's attendance must be recorded at the start of each session. This includes part-time 6 provision in nursery and pre-school. All absences will be followed up, and any unexplained or frequent absences may raise safeguarding concerns. Additionally, in accordance with section 3.73, we are required to hold a minimum of two up-

to-date emergency contact details for every child. This is to ensure we can reach a trusted adult if a child is absent without explanation, or in the event of an emergency. These contacts need to be supplied when the new starter form is completed and prior to your child beginning their placement. Failure to provide or update this information when requested may affect your child's place in the setting.

5. Reporting Absence

If your child is going to be absent from school for any reason, you must inform the school before registration closes at 9:25am. You can do this by calling the school office and leaving a message on the voicemail or via the school bursar email bursar@croworchard.lancs.sch.uk. Please include: • Your child's full name and class • The reason for the absence (please be specific, e.g., "chickenpox" rather than "unwell") • The expected date of return. If a return date is not known, please call on each day of absence unless otherwise agreed with the school. **Please do not use messaging platforms (e.g. Class Dojo) or email to report an absence**, as these may not be monitored promptly. If your child has a contagious illness (such as sickness or diarrhoea), they must remain at home for at least 48 hours after the last episode, in line with NHS and public health guidance.

6. Unexplained Absences and Welfare Checks

If we have not received a message and your child is absent, we will contact you by telephone before 10:00am. If we are unable to make contact with you or your named emergency contacts, we may conduct a home visit. As part of our statutory safeguarding duty, we are required to follow up on all unexplained absences. In some situations, if we have safeguarding concerns or cannot confirm your child's whereabouts, we may need to involve Children's Social Care or ask the police to carry out a welfare check to make sure your child is safe.

7. Lateness and Punctuality

Being on time helps your child start the day smoothly. The gates open at 8:40am and close at 8:50am. For Reception, the school day begins promptly at 8:50am - all pupils are expected to be in school at this time. Please ensure your child arrives at school on time and is ready to learn by these times. Arriving late can be unsettling for your child and may mean they miss out on valuable learning and important routines. Frequent lateness will be monitored and discussed with you if it becomes a concern. In Reception, dismissal is 3:20pm prompt. If you're going to be delayed picking up your child, please notify the school office so we can inform your child and reassure them.

8. Persistent Absence

If a child misses 10% or more of their scheduled sessions over the academic year (including for non-compulsory school-aged children), they are considered persistently absent. While penalty notices do not apply before a child reaches statutory school age, persistent or unexplained absence may trigger safeguarding concerns and could place your child's funded or allocated nursery place at risk. (For details on the National Framework on Penalty Notices for children of compulsory school age in the Reception Class, please refer to Section 6 – 'Leave of Absence' in the Crow Orchard Attendance Policy.) We understand that some children may face genuine challenges that affect attendance. We are committed to working with families to remove any barriers and offer support through our senior leadership team or, where appropriate, external services.

9. Attendance Monitoring and Support

We regularly monitor attendance for all children, including those in the Early Years Foundation Stage, on a weekly basis. We review patterns of absence, frequency of illness, and punctuality. If we notice any concerns, we will contact you to discuss how we can work together to improve your child's attendance. Where appropriate, we may: • Invite you to a meeting with our senior leadership team • Create a supportive plan for regular attendance • Offer Early Help or signpost to external support services • Reassess your child's place if attendance continues to be a concern in the nursery setting. All support is provided in a non-judgemental, relational manner with your child's wellbeing at the heart of our approach.

10. Leave During Term Time

We ask that all medical or dental appointments are booked outside school hours where possible. If your child needs to be absent during the school day, we may request evidence of the appointment. Leave of absence during term time will only be authorised in exceptional circumstances, and a request must be made in advance using the appropriate school form. Holidays or extended travel will not be authorised and may impact your child's place in nursery if they are frequently absent.

11. Working in Partnership with Families

We value our relationship with parents and carers and believe that children's attendance improves when schools and families work together. If you are experiencing any difficulties that might impact your child's attendance, please reach out to us. We are here to support you and often can offer flexible and understanding solutions tailored to your family's needs. Together, we can give your child the strong start they need to flourish emotionally, socially, and academically.

12. Contact Information

If you have any questions regarding this policy or need to report an absence, please contact the School Office: 01772 423 694.

For further advice or support, please contact our Attendance Lead: Mrs R Jacobsen (Office Manager). This policy is reviewed in line with the 'Crow Orchard Primary School Attendance Policy' annually and updated in line with legislation changes or guidance, to ensure it remains current and effective.