

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, as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development. Research shows that regular attendance in a good quality early years setting has a lasting impact on children's social development and intellectual attainment throughout school. Park Grove 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 takes 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 young children 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 York children all have an attendance target of at least 96%, and in Park Grove, our target is 97%. Establishing good habits of attendance when in reception will help to ensure that all children have at least 97% attendance by the time they enter reception class.

It is important that our records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. We are aware that attendance is not statutory until the age of 5 but that non-attendance could be an indicator of other concerns. We are particularly aware of the need to monitor groups such as children who are in receipt of Early Years Pupil Premium, as these groups are considered to be vulnerable learners.

Procedures

At Park Grove Primary Academy we promote good attendance and punctuality by:

- Monitoring children's attendance through two daily registers (one in a morning and one in an afternoon) - this is a legal requirement. All absences and reasons given for them are recorded on our system.
- Requiring parents to telephone school if they are going to be late or absent by 8.30am on a morning.
- All absences will be recorded, and frequent absences (93% attendance or less) will be investigated and further action or monitoring taken. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality. If we are unable to contact you by phone regarding your child's absence then a home visit will be carried to ensure you and your child are safe.

- Encouraging parents of reception children to consider taking their children on holiday outside of term time, so that they are 'school ready' and get into good habits.
- Consistently following up 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 school. 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, for example, implementing bedtime routines, parenting classes, if you are experiencing challenges.

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 they will be monitored very closely.

Review Date: September 2026 onwards

Agreement of Parent/Carer

Signature of Parent/Carer:

Print Name:

Name of Child:

Date: