



Jesus said, 'Let the little children come to me.'

At Little Fishes we aim to share God's love with the children and nurture a sense of kindness, love and respect, enabling them to flourish in life.

Policy 1.2a – Attendance Policy

Policy Statement

The EYFS Framework states that Early Years settings are required to have a clear attendance policy that is shared with parents, outlining the procedures for reporting absences and the actions that will be taken if a child is absent.

Procedures

- We ask parents to report their child's absence on the first day that they will not be attending Little Fishes, before **9am**.
- They are required to use the reporting system on the school phone system, using the Child Absence Option. Stating child's name and reasons for absence. Or alternatively they can email the Pre-school direct.
- If the Pre-school Manager has not received an absence message by 10am, attempts to contact the parent will be made via a phone call. Followed by an email if no contact is made.
- Messages will be left for the parent to make contact
- The Pre-school Manager or Deputy Manger will acknowledge receipt of the absence either in person via telephone or via email and record the absence in the register with reason of absence

- If a child's absence raises serious concerns, we refer the matter to children's social care or request a police welfare check if necessary
- We require 2 Emergency Contacts with phone numbers and attempts would be made to contact these persons should we fail to speak to the parent within the first day of absence if concerned
- If by the end of the first day of absence, no contact has been made with the family the Manager with DSL/DDSL responsibility would make a decision if further action was required

This policy was adopted by	<u>Little Fishes Pre-School</u>	<i>(name of provider)</i>
On	<u>18/7/25</u>	<i>(date)</i>
Date to be reviewed	<u>July 2026</u>	<i>(date)</i>

Signed on behalf of the provider



Name of signatory

Tim Wootton-Beard

Role of signatory (e.g. chair,
director or owner)

School Governor