



Foresteers Outdoor Preschool Attendance Policy

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

Attendance Policy

Policy statement

This policy reflects the vision and aims of our preschool by providing clear procedures for involving parents/carers with nursery attendance.

Regular attendance at Foresteers Outdoor Preschool is extremely important. Research has shown that improved attendance is closely linked to improved outcomes for children. OFSTED recommend this should be 98% at least. Non-attendance has been shown to be habitual and the earlier good habits are embedded the better.

Procedures

- Children should be at nursery for their agreed EFEL/FEL/WPE hours and or allocated sessions, on time, every day the nursery is open, unless the reason for the absence is unavoidable.
- Children should arrive at preschool no later than 9am for our daily session.
- Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum.
- Children who are persistently late or absent soon fall behind with their learning. These gaps impact on their progress and their ability to meet age related learning expectations.
- Where fees are payable, these remain due during periods of absence, unless alternative arrangements have been arranged.
- It is the parent's/carers responsibility to contact the nursery either by telephone or email whenever the child is absent. This

must be on the first day of absence and subsequently on a daily basis.

- Parents/carers are made aware that if no contact is made on the child's first day of absence Foresteers Outdoor Preschool will contact them to establish the reason.
- We maintain an Absence Record form for parents/carers to inform us of all absences. This includes recording information provided by parents when making first day absence calls. If parents/carers prefer to keep absence details confidential they can provide their own personally written letter/email.
- If a child's attendance is irregular, inconsistent and or generally poor, the manager will be rigorous in monitoring and analysing the Absence Record, identifying patterns of absence and number of sessions missed. The manager will discuss this with the family and explore options to encourage attendance e.g. re-arrange or reduce the number of sessions. Future attendance will be monitored.
- If contact has been made with the family but two weeks has elapsed without the child attending, we will make a referral to MAST for attendance support. In more urgent cases, social care may be contacted.
- Foresteers Outdoor Preschool will keep records of the action they have taken to improve attendance and the outcomes of the actions.
- If a child is not brought to nursery for 3 consecutive days or a week without notice and parents/carers cannot be contacted, Foresteers Outdoor Preschool will contact the Health visiting team and follow the Sheffield Children's Safeguarding Partnership 'Children Missing from Pre-school Services Good Practice Guidance.

**This policy was adopted
on**
1st January 2026

**Signed on behalf of the
preschool**
Hayley Smith

Date for review
December 2026