



Attendance Policy

At Lymestone Preschool, we are committed to promoting good attendance and punctuality in partnership with parents and carers. We believe that establishing these habits early in a child's life lays the foundation for future learning, wellbeing, and school readiness.

Consistent attendance in the early years is crucial for children's emotional, social, and cognitive development. Attending regularly helps children feel secure, build strong relationships, and engage fully in the learning environment. Research shows that regular attendance from as early as age two in a high-quality early years setting has a lasting positive impact on children's development and long-term educational outcomes (Sylva et al., 2003). By attending preschool regularly and on time, children benefit from stable routines, reduced stress, and the opportunity to make the most of all learning experiences available.

To support good attendance Lymestone preschool will follow outlined procedures:

- Offer settling in sessions to support children's transition period
- Record arrival and departure times on the daily register
- Monitor late arrival and early collection via daily register
- Record reasons for absences on the daily register
- Communicate with parents/carers on non-notification of absences
- Follow up consistent poor attendance and punctuality by arranging a meeting with parents/carers
- Maintain good professional relationships with parents/carers
- Contact external agencies where relevant

Expectations of parents/carers:

- Ensure children attend for the expected hours, arriving and leaving at the stated preschool session times
- Contact Preschool (preferably by WhatsApp) if they are going to be late as soon as possible
- Report absences by 9.30am (preferably by WhatsApp) including the reason for absence
- Inform the office via email or WhatsApp with any planned holidays which will impact your child's attendance
- Notify Preschool in timely manner of any permanent reduction in attendance

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential. We will work with parents/carers to support good attendance and punctuality. Where children's attendance is poor and not improving, we will talk to parents/carers about the available support and may refer them to Early Help.

Lymestone Preschool have a duty of care to keep children safe and protect them from harm. Very poor attendance can be an indication of neglect and seen as a safeguarding issue. If we are concerned about

the welfare of a child who is absent, we reserve the right to contact the relevant external agencies to safeguarding.

If you wish to reduce sessions, or leave the preschool, we require written notification at least four weeks' notice. Parents/carers will be expected to pay any due fees even if their child leaves before this notice period. Any funded hours during this time will also be claimed covering the 4 weeks' notice period.

We will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend for four consecutive weeks or more without a justifiable reason, we may withdraw your child's place.

The process Lympstone Preschool will take formally withdrawing a child's place is as follows:

- We will attempt to contact the family after each missed session to seek a justifiable explanation (by telephone, WhatsApp or by email)
- If a 2/3-week period has elapsed without contact from parent/carers, we will formally email the parent seeking to an explanation of absence and will inform them that we may have to withdraw the child's place should they fail to respond
- After the 4th week has passed and we have still not had any explanation or contact with the parent/carer, we will formally email the parent explaining why we are withdrawing the child's place. We will also inform DCC of the leave date to stop any overclaim of funded hours where applicable.
- We may also report lack of attendance and communication from parents/carers to relevant services to potentially perform a welfare check on the family.

For further information on Safeguarding, please refer to our Safeguarding policy. Further information on funding and fees can be found on our Funding and fees policy.

This policy has been agreed by Lympstone Preschool Committee

Date: 03/04/2025

Last reviewed

Date: 11/03/2026