

Twyford Playgroup – EY484175
Attendance and absence policy

Date Reviewed: September 2025

Manager Signature: Rachel Knott

Chair of Committee Signature: Pamela Lawrence

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Twyford Playgroup is a non-statutory provision for early year's education, however, there is a proven link between attendance, punctuality, and children's attainment. Therefore, Twyford playgroup is committed to promoting excellent levels of attendance and punctuality, enabling our children to take full advantage of the educational opportunities available to them.

Regular attendance and punctuality are important because:

- Absence and lateness affect children's ability to participate and benefit from the curriculum.
- Children who arrive late may disrupt the routine of the room and the other children.
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
- Regular attendance and punctuality help to instil good habits and promote the development of a positive attitude towards preschool/school.

Twyford playgroup promotes regular attendance, and this is stressed to parents/carers in the following ways

During initial visits, settling sessions and home visits.

Discussion with child's key carer; informally and during parent meetings/consultations.

The procedures for registration are made clear to parents/carers and staff, and these are followed consistently.

Twyford Playgroup is responsible for supporting the attendance of the children and for dealing with issues which may lead to non-attendance. We aim to work in partnership with parents/carers: parents/carers in receipt of funding are responsible for ensuring that their children have access to early education and that their children attend regularly and punctually.

Therefore, playgroup staff follow the procedures below regarding prolonged absence from the setting. Prolonged absence is longer than 2 missed sessions (unless already reported to the Manager.)

Recording and reporting

children's absences from playgroup:

- Staff note all absences, by completing a daily register, noting down the reason, if known for the child's absence.
- For any child we may be concerned about and whose parents/carers have not already contacted the playgroup, the manager or staff member will telephone the parents/carers to enquire the reasons for the absence after 2 missed sessions.
- Parents/carers are politely reminded of playgroup policy and their responsibility to inform playgroup of the reasons for their child's absence.
- If a child is persistently late or absent the Manager will discuss the concerns with parents/carers; if this continues the Manager will invite the parents into playgroup to discuss the concerns further.
- The local authority will also be notified of funded only children's continuous absences.

Attendance Policy reviewedWe ask parents to work in partnership with playgroup by ensuring the following procedures are followed:

- Parents/carers should notify playgroup in advance of any planned holidays.
- Notify the playgroup by telephone if your child is absent, on the first day of absence.
- Ensure that their children arrive at playgroup on time (funded only children).
- Work with the playgroup to resolve issues which may lead to non-attendance.
- Try to avoid medical or dental appointments during nursery school hours (funded only children).
- Try to avoid taking holidays during term time (funded children only).