

Spilsby Playgroup



Attendance Policy

2026

Our Aim

- For children to get the best from their early years' experience through regular attendance.
- We want to help the children to gain the confidence and the happiness that can be achieved through that regular attendance.

How we can support.

For children who are a little unsure to begin with, we will work with parents/carers to help a child to settle until that confidence is in place.

As a part of our safeguarding duty, we track attendance for all children, by taking the register at the beginning of every session and noting the time children leave. This allows us to always know which children are always on site. It also allows us to be aware of where; maybe routine absence is impacting on a child's progress within the setting.

We encourage parents to inform us at the setting via a phone call or email that their child is unable to attend their session on that day and include the reason why e.g. due to illness or planned holiday etc.

If a child is absent on a session, we will give parent/carers a call to make sure all is well an hour after arrival time. EYFS guidance states that, 'providers must follow up on absences in a timely manner if they have not already been informed by the parents for why they have not attended the setting that day'.

EYFS statutory guidance highlights that we must have two contacts for each child. If we need to call, we will attempt to contact the primary number first and if unsuccessful we will attempt to reach the 2nd contact.

Absence is recorded to determine any patterns or any evidence of a prolonged absence highlighted. In some cases, a meeting will be held with parents to ascertain if there are any problems or concerns that we may be able to help with so that the child is able to attend more regularly. It could be that the sessions booked no longer work for a family or a child or a child is continually poorly. We will work with parents to help find a way to make it easier to get the child to their sessions or even look at different sessions to help improve the child's attendance as part of early help. If this is unsuccessful and the team at Spilsby Playgroup feel there may be cause for concern, then we would follow our safeguarding procedure as set out in our safeguarding policy.