Little Crickets at Park School Attendance and registration policy for EYFS pupils (3 months – 5 years)

Aims

This policy outlines Park School and Little Crickets's commitment to ensuring excellent attendance for pupils in the Early Years across its school and nursery setting (3 months to 5 years). It sets out our approach to meeting statutory obligations regarding pupil attendance, as guided by the Department for Education's statutory guidance "Working Together to Improve School Attendance." This policy details how we manage the registration process and the strategies we employ to encourage consistent attendance. Our commitment includes:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting the benefits of excellent attendance.
- Reducing absenteeism, including persistent and severe absence.
- Acting early to address emerging patterns of absence.
- Fostering strong relationships with families and, when necessary, local partners, to support pupils in attending school regularly.

Roles and Responsibilities

The Board of Governors is responsible for ensuring Little Cricket's at Park School meets its statutory duties regarding attendance, including maintaining accurate attendance records and collaborating with local partners to address any attendance-related barriers.

The Board of Governors delegates responsibility for implementing this policy to the Heads of School and the Nursery Managers:

- Overseeing the implementation of this policy.
- Reporting attendance data to the Board.
- Supporting staff in monitoring individual pupil attendance.
- Working with families of pupils with special educational needs and/or disabilities (SEND), and those with a social worker or who are looked-after children, to ensure regular attendance.
- Coordinating with local authorities on attendance issues, particularly concerning looked-after children or pupils with an education, health, and care plan (EHCP).

Each school and nursery has an **Attendance Champion** and they are responsible for:

- Collaborating with the wider pastoral team to ensure attendance policies are followed.
- Identifying staff training needs related to attendance.
- Overseeing attendance data analysis and identifying areas for intervention.
- Liaising with parents, pupils, and external agencies when necessary.
- Developing and implementing intervention plans for pupils with attendance concerns.

Children Below Statutory School Age

Whilst attendance at an early years setting is not mandatory until the start of term following a child's 5th birthday, regular poor attendance may be indicative of safeguarding and welfare concerns and will be followed up by the school/nursery.

The setting manager, or those with delegated responsibility for attendance, will follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Staff must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if their absence should be considered as prolonged.

Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested.

The following procedure will be followed:

- In the first instance the nursery manager/school Attendance Champion should discuss a child's attendance with their parents to ascertain any potential barriers i.e. transport, working patterns etc and should work with the parent/s to offer support where possible.
- If poor attendance continues and strategies to support are not having an impact, the setting manager/Attendance Champion must review the situation with the school DSL and decide if a referral to a multi-agency team is appropriate.
- Where there are already safeguarding and welfare concerns about a child or a child protection plan is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.

Registration Process

Each school and nursery maintains an accurate attendance register.

Attendance is recorded at the following times:

- **Before School Care (if applicable)**
- **Morning Registration**
- **Afternoon Registration**
- **After School Care (if applicable)**

Absences are recorded promptly after each registration period (9am for morning registration and 1pm for afternoon registration) in the iSAMS system for Reception children and on Ovivio for Nursery. Absences that are not reported by 9am are followed up with parents to ensure the safety and well-being of pupils. A DSL will be informed by 10am if no contact has been established and safeguarding procedures will be followed. If a child has not been collected from school and no valid explanation for their absence is provided, the **Missing Child Policy** will be followed. If a child is expected to attend and their absence has not been reported, the setting's safeguarding and missing child procedures will be followed.

Safeguarding Considerations

Registration is crucial for safeguarding. If a pupil is not at school and their absence has not been reported, staff will immediately follow up with parents/guardians to verify the child's location and well-being. Any unexplained or prolonged absences are treated as a potential safeguarding issue and are handled according to Little Cricket's at Park School's Safeguarding Policy, with referrals made when necessary.

Nursery children are registered on Ovivio, at initial drop off as the children enter the setting and signed out as soon as collected.

School registers are completed in iSAMS and nursery registers on Ovivio. If the system is unavailable, the attendance is manually recorded.

Promoting Good Attendance

Park School and Little Crickets recognises that regular attendance supports children's emotional wellbeing, learning, development, friendships and readiness for school. We work in partnership with parents to promote positive attendance habits from an early age.

The Role of Parents

Parents play a vital role in ensuring the school maintains accurate attendance records and supports pupil well-being. If a child is unable to attend school due to illness or any other reason, parents must inform the school as soon as possible—ideally before the start of the school day. Notification should be made via the designated communication channels, such as a phone call, email, or parent portal.

In cases of prolonged absence, parents may be required to provide medical documentation or further details. Regular communication between parents and the school helps ensure appropriate support is in place for the pupil upon their return and allows the school to fulfil its safeguarding responsibilities. Consistently failing to report absences may result in follow-up actions from the school in line with this policy.

If children are absent without cause, or are absent for a prolonged period of time and it has not been possible to make contact with parents then the school may:

- follow up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable.
- implementing the setting's safeguarding procedures

Late Arrivals

Pupils arriving after the registration period will be marked as late. The register will be updated accordingly in the appropriate system, with the correct codes applied.

Educational Visits and After School Clubs

Pupils attending educational visits or after-school clubs are registered at the start of each activity. Attendance is tracked, and any discrepancies are investigated.

Absence and Leave Requests

Absences should be reported to room leader as soon as possible, and any non-routine leave of absence (e.g., leaving before the end of term) requires at least one week's notice. Nursery Manager, or their respective deputies, are responsible for approving absences under exceptional circumstances.

Follow-up on Absences

When a pupil is absent and the reason has not been communicated by 9:30am, the nursery will contact parents to ascertain the cause of the absence. If the absence remains unexplained by 10:00am, the DSL will be informed.

Monitoring Attendance

For reception-aged pupils and children approaching statutory school age, attendance records and data are reviewed regularly and monitored closely to identify any issues. If a school aged pupil's attendance falls below 90%, or they are frequently late, appropriate intervention and support will be initiated. Attendance is also monitored monthly by the Attendance Champion/pastoral lead, who provides reports to the Safeguarding Governor.

Working with Local Partners

Park School and Little Crickets work closely with local authorities to ensure that all attendance matters are addressed in accordance with the law. This includes:

- Notifying the local authority when a pupil's name is added to or removed from the school register.
- Providing attendance returns to the local authority for pupils with unauthorised absences or extended illnesses.

Breach of this Policy

Failure to comply with the attendance and registration policy may result in disciplinary action. Schools and Nurseries are legally obligated to maintain accurate attendance records and follow up on absences as part of its duty of care.

Legislative Framework & Further Guidance

In addition to 'Working Together To Improve School Attendance', this policy draws on the following pieces of legislation, which set out the legal powers and duties that govern school attendance generally:

• Part VI of the Education Act 1996

• Part 3 of the Education Act 2002

• Part 7 of the Education and Inspections Act 2006

• The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments) and School Attendance (Pupil Registration) (England) Regulations 2024

• The Education (Penalty Notices) (England) (Amendment) Regulations 2013 https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:

• School census guidance

• Keeping Children Safe in Education 2026

• Children Missing in Education

• Mental health issues affecting a pupil's attendance: guidance for school

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