

Attendance Policy



Policy statement

Regular attendance is very important for every child, as it supports their learning, development, and wellbeing.

This Attendance Policy is shared with all parents and carers, in line with the requirements of sections 3.11 and 3.12 of the Early Years Foundation Stage Statutory Framework (“EYFS”).

By working together, we can make sure children’s attendance is monitored closely, absences are followed up appropriately, and that children’s wellbeing and safety always come first.

Reporting Absences

- Parents and carers are expected to notify Little Fishes if their child will be absent, either by phone, email, or in person.
- Parents and carers are required to inform Little Fishes as early as possible on the day of absence, and let us know the reason (e.g. illness, holiday, medical appointment).
- If your child has an infectious illness, parents and carers are required to inform Little Fishes immediately so we can take the necessary steps to inform other families if required.


Child Absences (EYFS 3.11)

- If a child is absent without notification, staff will make attempts to contact parents and/or carers by 9.30am on the day of absence.
- If we cannot reach parents or carers, we will try the alternative emergency contacts provided.
- Staff will consider the length of absence, any patterns or trends, the child’s personal circumstances, and their vulnerability when deciding if an absence is prolonged or a safeguarding concern.
- If we have concerns about a child’s safety or welfare, we will follow our safeguarding procedures, which may include contacting local children’s social care services and/or requesting a police welfare check.

Actions & expectations (EYFS 3.12)

- Parents and carers must keep contact details up to date and provide at least two emergency contacts.

- If a child is absent without notification or for a prolonged period of time, Little Fishes will:
 - attempt to contact parents and/or carers;
 - follow up with emergency contacts if parents and/or carers cannot be reached; and
 - implement safeguarding procedures where necessary.

<i>This policy was adopted by:</i>	Little Fishes Pre-school on 31 March 2026
<i>next review date:</i>	April 2027
<i>Signed on behalf of the provider by</i>	 Alison Carr, Chair of Little Fishes Management Group

<i>Version control</i>	<i>Summary of changes made</i>
March 2026	new policy due to update to EYFS