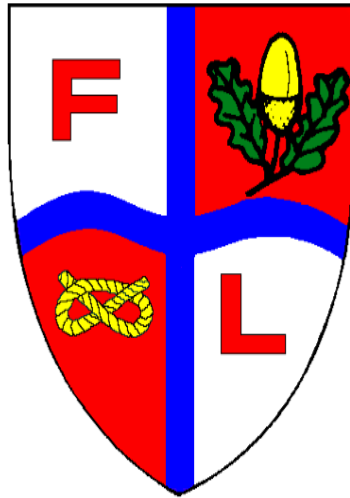




FLASH LEY COMMUNITY PRIMARY SCHOOL & NURSERY

EARLY YEARS ABSENCE POLICY

Produced by: Mrs R Hughes

Approved by: _____

Reviewed: October 2026

To be Reviewed: October 2027

Intention:

At an early age, continuity and consistency are important contributors to a child's well-being and progress. We believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years.

The Early Years Foundation Stage (EYFS) absence policy is in place for all children 0-5 years attending Voyage or early years school provision to monitor and respond to children's absence. The primary aim of this policy is to ensure effective procedures are in place to follow up children's absence to ensure safety of welfare for all. At Flash Ley we also aim to promote good attendance in preparation for school by ensuring strong parent partnerships and support to families.

Implementation:

Voyage & Nursery:

- Parents are contacted at the first sign of a child absence on day 1 via telephone on the contact details provided by parents/carers. A call is attempted to reach the child's primary contact and voicemail messages left if able. The child's absence is logged in an absence folder.
- An email is also sent to the child's primary contact as a further attempt at communication if no phone call is successful.
- If a child's primary contact is not reachable, further contact details provided for secondary contacts will be attempted.
- If no contact is established the school's DSL is made aware and a member of staff alongside a colleague (School DSL/Attendance officer/SLT) will make a courtesy visit to the child's home address.
- If children are persistently absent from sessions, this is discussed with the Parent/Carer to promptly resolve any issues and support where required.
- If absent for more than 2 consecutive sessions with no response via telephone, email or welfare checks in person concerns will be raised with Staffordshire Families Integrated Front Door (SFIFD) as a matter of safeguarding.

Reception:

Whilst Reception contains children of both compulsory and non-compulsory school age this procedure is followed to ensure the welfare and safety of all children and to promote positive attendance for later school life.

- Reception children are registered twice daily upon entering school by 9.15am and after lunch by 1.15pm.
- If a child is absent from school, we ask parents to contact the school office, preferably by 9am on the first morning of absence and reply promptly to any request or inquiry concerning the absence such as medical evidence.
- If parents have not made contact with school on the morning of the first day of absence, a member of the administration staff will try to contact them to find out the reason for absence using the telephone contact details provided. Staff will try all contacts listed if the primary contact is not reachable. A text may also be sent and other avenues such as school communication messaging services used.
- If Parents/Carers are not reachable the school's DSL will be informed and a welfare visit paid to the child's address. Where Parents/Carers and children are present on a welfare visit families will be supported to enable children to attend school.
- Where children of compulsory school age are absent for a period of 10 days and cannot be located we may make a reasonable enquiry to the Local Authority (LA).
- If after 10 days the child has not been located the school will complete and submit a Child Missing in Education (CME) Referral Form to the Local Authority and it is at this point that the child is taken off the school roll.

To support Parents/Carers in ensuring their child is in education within Voyage and Early Years at Flash Ley staff will:

- Ensure all parents contact details are up to date with regular reminders to update details which may have changed.
- Maintain positive parent partnerships to support Parents/Carers who may be having difficulties with their child accessing school.
- Liaise with Parents/Carers to ensure pre-planned absences such as holidays or celebrations are communicated in advance.

Impact:

- All children attend school each day to ensure they access quality educational experiences. Disruptions to learning are minimised, avoiding long-term academic setbacks and supporting all children to make positive progress.
- Funded sessions are utilised fully to ensure children receive the best start in their early education.
- Children who are absent are accounted for and their welfare and safety is ensured.
- Positive parent partnerships are formed and maintained developing an effective relationship between homes and setting resulting in a positive impact on attendance.

Linked policies:

- **Flash Ley Attendance Policy**