

# Absence and Attendance Policy (Aligned with EYFS September 2025 Reforms)

## Policy Statement

At Butterflies Nursery, we recognise the importance of regular attendance for children's development, safety, and emotional well-being. This Absence and Attendance Policy outlines our procedures for recording attendance and following up on any unexplained or prolonged absences, ensuring that children are safeguarded and fully supported while in our care.

## Recording Attendance

- Accurate daily attendance records are maintained for all children, noting arrival and departure times.
- Registers are completed **immediately upon a child's arrival and departure** to ensure real-time safeguarding.
- Records are stored securely and are available for inspection by Ofsted or the local authority.

## Parent and Guardian Responsibilities

- Parents or legal guardians must **inform us as soon as possible** if their child is going to be absent from the setting for any reason (e.g. illness, holiday, family emergency).
- We request that parents **notify us before the expected session begins** on the day of absence.

## Monitoring and Following Up on Absences (EYFS 2025 Update)

- In line with EYFS 2025, we have established a **clear procedure for identifying and following up** on prolonged or unexplained absences.
- If a child is absent without notification, we will take the following steps:
  1. Attempt to contact the parent or guardian using the **primary contact number**.

2. If no response is received, we will try the **second (or additional) emergency contact**.
  3. If the absence continues unexplained for more than **24 hours**, and no contact is made, we may escalate the concern to **local safeguarding authorities** following our safeguarding procedures.
- These steps are taken to ensure the child's safety and welfare.

### **Emergency Contact Details (EYFS 2025 Requirement)**

- We maintain a minimum of **two up-to-date emergency contacts per child** to ensure effective communication in cases of unexplained absence or emergency.
- Parents are asked to **review and update** their emergency contact details at least **termly**, or immediately if changes occur.

### **Prolonged or Repeated Absences**

- In cases of regular non-attendance or repeated absences, we will:
  - Discuss concerns with parents to understand any underlying reasons
  - Offer support or signpost to services if there are barriers to regular attendance
  - Monitor patterns that may raise safeguarding concerns and report accordingly

### **Holidays and Planned Absences**

- Parents are encouraged to **inform us in writing** of any planned absences (e.g. holidays, appointments) in advance.
- These will be recorded separately from unnotified absences.

### **Term-Time Only and Funded Hours Considerations**

- For children accessing **government-funded hours**, we are required to monitor attendance to ensure funding is used appropriately.

- Frequent or extended absences without valid reason may be reported to the **local authority** and could impact ongoing eligibility for funding.

### **Alignment with EYFS 2025 Changes**

This policy reflects the **EYFS 2025 requirement** for early years settings to:

- **Establish a clear protocol** for monitoring and following up on prolonged or unexplained child absences
- **Maintain at least two emergency contact details** per child
- Take **prompt action** when a child is absent without notification
- **Strengthen safeguarding measures** to identify potential risks to children who are not attending expected sessions

These steps ensure early years providers are proactively safeguarding children's welfare and engaging with families when support may be needed.

**Signed:** Chrissie Day

**Date:** 16/7/2025