



Attendance policy

Introduction

At Tandridge Village Pre School, we are committed to providing a safe, nurturing, and stimulating environment for all children. Regular attendance is a key part of ensuring children benefit fully from early learning opportunities and develop important routines and social skills that lay the foundation for future education.

Consistent attendance supports children's emotional wellbeing and development and enables us to deliver high-quality early years education in line with the **Early Years Foundation Stage (EYFS)**.

Importance of Attendance

- Regular attendance promotes **continuity, security, and positive learning outcomes**.
- Poor or inconsistent attendance can hinder a child's **development, social integration, and readiness for school**.
- Maintaining regular attendance is also essential for **safeguarding**; repeated absences may be a sign of an underlying concern which we have a duty to follow up on.
- As a funded early years provider, attendance levels directly impact our ability to **claim Early Years Entitlement (EYE) funding**. Inconsistent attendance may result in the loss of funding for individual children, which affects the overall operation of the setting.

Expectations

- Children are expected to attend on their agreed days and times.
- Parents/carers must inform the Pre School by **9:30am on each day of absence**, stating the reason and expected duration.
- Absence can be reported by:
- **Email:** tandridgevillagepreschool@example.com
- **WhatsApp:** 07491 143833
- **Telephone:** 01883 732010
- Planned absences (e.g., holidays) should be communicated in advance in writing.
- All children must have **at least two emergency contacts** on file. These must be kept up to date and reviewed regularly.

Monitoring and Follow-Up Procedures

We understand that occasional absences are sometimes unavoidable due to illness or family circumstances. However, persistent or unexplained absence is a cause for concern. TVPS will conduct half termly attendance reviews. The following steps will be taken should a concern arise:

1. **Initial Concern**
 - A polite reminder will be issued to the parent/carer, reiterating the importance of regular attendance and requesting communication about absences.
2. **Ongoing Concern (continued pattern of irregular attendance):**



- A meeting will be arranged with the parent/carer to discuss any challenges and offer support.
- A record of attendance will be maintained, and the impact on the child's development will be reviewed.

3. Persistent Absenteeism

- A formal letter will be issued outlining the implications, including safeguarding concerns and potential loss of funded hours.
- If no improvement is seen, we may need to refer the case to relevant safeguarding agencies in line with our **Safeguarding and Child Protection Policy**.

Safeguarding Statement

Poor attendance, particularly where communication from the parent/carer is lacking, is considered a **safeguarding issue**. It may indicate neglect, family difficulties, or other concerns that require further investigation. In such cases, we will follow our safeguarding procedures and may liaise with Surrey Children's Services or other agencies as appropriate.

If we have concerns about a child's welfare linked to attendance, we may contact the **Children's Single Point of Access (C-SPA)**:

C-SPA Contact Details:

- **Telephone (Mon–Fri, 9am–5pm):** 0300 470 9100
- **Out of Hours:** 01483 517898
- **Email for professionals:** cspa@surreycc.gov.uk

Key for Absences

Code	Type of Absence	Description
S	Sickness	Absence related to child being unwell.
U	Unexplained	Absence without explanation.
H	Holiday (Authorised)	Holiday taken during term time with prior notice.
M	Medical Appointment	Absence due to a medical/health/dental appointment or similar.
L	Late Arrival	Child arrived late; noted for monitoring patterns.
A	Authorised Absence	Other E.g school visit, off site education (clarification noted on register)

* please note that we will record if the absence has been communicated to us by parents/carers or if staff needed to follow an absence up. This information is kept in line with our safeguarding responsibilities.



This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date:

This policy will be reviewed: Spring 2027

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: