Attendance Policy

'Research shows that having access to high quality early years provision has a significant impact on life chances for children and improves their chances of gaining well paid employment. Alongside educational outcomes, there are wider benefits to families and communities where early years provision offers an opportunity to access effective early help. In Norfolk we have high aspirations for every young child to make good progress in their development and learning from birth to have the best opportunities in life.'

Norfolk County Council (2025)

At the start of your child's journey with us at the preschool, we will have agreed together the days of the week and the times each day that your child will be attending the setting. The space is then set aside each week (during term time) for your child to attend weekly. There is also provision for your child to stretch their funding entitlement across the 50 weeks of the year that the preschool remains open.
The expectation is; that your child will attend weekly during the term time, and on a regular basis, in order that they are able to access their early education entitlement.

Children funded under the Governments Early Years funding scheme.
Early years funding refers to the financial support provided for early childhood education and childcare, for children aged 0 to 5 years. This includes free hours of childcare for families, such as 15 hours universal funding, for all children in the term after they are 3 to 4 years old and a further extended 15 hours (30 in total) for working parents with children aged from 9 months old.
There is also additional 15 hours funding support available for 2-year-olds if certain criteria are met.

Please note that your child's funding can only be claimed for **actual attendance** and for short term absences (up to four weeks), for example family holiday, sickness, medical appointment, a family emergency, transition events for school readiness, occasionally arriving late or leaving early, funding will not be withdrawn and can be claimed by your provider.

Parents paying for childcare you will still receive an invoice for childcare, regardless as to whether or not your child attends the setting; this is because we have agreed to hold spaces for your child to attend the preschool on a regular basis.

Early years education is crucial as it lays the foundation for your child's cognitive, social, and emotional development, it will significantly impact on their future success. Quality early education will enable your child to develop essential skills, promote

lifelong learning, and can reduce educational achievement gaps, especially for those from disadvantaged backgrounds.

Notifying the preschool of your child's absence

If your child will not be attending preschool, it is important that you let us know on their first day of absence, you can do this by either emailing us, contacting us through Famly or by telephoning us at the preschool.

Ofsted has an expectation that; '*Providers must 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. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's 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'.*

(July 25)

On the first day that your child does not arrive at preschool and if you have not notified the preschool of their absence; your child's key worker or a senior staff member will make contact with you, and to ask the reason for your child's absence.

If we are unable to get hold of the main parent or carer listed on our records, we will make contact with other nominated emergency contacts that you have previously supplied.

This will ensure that we have the information required to better understand your child's absence from preschool.

Should we have any safety concerns around your child's absence we will implement the setting's safeguarding procedures (policy number PCG034).