Sticky Fingers Pre-School
Abbas and Templecombe Church School,
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Registered Charity no. 1029754 / www.stickyfingerspreschool.org

30 - Attendance Policy

Statement of interest

From 1st September 2025, the Early Years Foundation Stage statutory framework in England will incorporate safeguarding reforms focused on child attendance.
It is our intention that all children gain the best possible developmental outcomes during their time at Sticky Fingers Preschool and this can only be obtained with regular attendance

Aim

We will work with parents/carers to achieve regular attendance by stressing how important it is for their child. We do understand that at times absence is unavoidable and therefore we have the following procedure in place to monitor and address unexplained or prolonged absences to safeguard children.

Methods

Parents/carers to inform the setting of planned holiday in advance.

Parents/carers report absence on the first day a child is unwell via telephone or text message within 30 minutes of their start time.

Staff member to call first parent/carer contact listed if no contact is made after 30 minutes of their start time, if they do not answer or phone back after 30 minutes, staff member will try the second emergency contact, working their way down the list until they speak to someone, leaving a message on each answerphone if they do not answer.

If no one answers, an email will be sent to parents/carers asking why their child is not in and if they are ok.

Please note in the event of a safeguarding concern the above methods will not be followed, and we reserve the right to contact the children's social services, our local authority or the police, at any point during your child's absence period.

We will assess patterns in a child's absences, consider the child's and family's circumstances, and use our professional judgement to determine if further action, such as referring to local children's social care services or requesting a police welfare check is necessary.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton