

Little Lawrences Attendance Policy

A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles'. (Isaiah 40:31)

Introduction and Purpose

At Little Lawrences, we believe that every child deserves the best possible start in life. Regular attendance is vital for young children to feel secure, build routines, develop friendships, and make the most of their early learning experiences. We aim to create a warm, welcoming environment where children feel a strong sense of belonging and where families are supported in ensuring consistent attendance.

Although attendance at Little Lawrences is not statutory and there is no legal duty for a child to attend, regular attendance is expected if you take a place at our School. All attendance is monitored at least half termly, in line with Department for Education expectations for Schools.

Legal and Statutory Framework

This policy is guided by the statutory requirements of the Early Years Foundation Stage (EYFS). We are committed to safeguarding children and maintaining accurate daily attendance registers. Attendance is a key aspect of our duty to promote children's welfare and development.

Our Commitment to Families

We value our partnership with parents and carers. Open communication and mutual respect are at the heart of our approach. We understand that family life can be complex, and we are always available to support families in maintaining regular attendance for children. Together, we share the responsibility of ensuring children's wellbeing and readiness for learning.

Roles and Responsibilities

- School leadership: Ensure policies are implemented and reviewed; monitor attendance trends.
- Little Lawrences staff: Maintain accurate registers for every session; communicate with families; support children's attendance.
- Parents and carers: Inform the setting of absences; promote regular attendance.
- Local authority: Provide support and intervention where persistent absence is identified.

Monitoring Attendance

We regularly review attendance records. If a child's attendance falls below 90%, we will contact parents to offer support. We aim to work collaboratively to understand and address any barriers to attendance. Attendance is monitored by registering children's attendance at the start of each session.

Reporting Absence

If children are unable to attend Little Lawrences, parents / carers must:

- Contact the school office by 8.45am on the day of absence.
- Provide child's name, reason for absence, and expected return date.
- Keep us updated if the absence continues beyond one day.

Absence

It is really important we know about each child's absence from the very first day it occurs, otherwise we have a statutory duty to begin to treat 'unexplained absence' as a concern and follow a process under our safeguarding arrangements. When we do not hear from parents/carers we will take the following steps:

1. On the first day of an unexplained absence a member of the team will make contact with parents by telephone. This will be followed up with further calls until we establish the nature of the absence, during week one. If we cannot make contact with you the following steps will apply.
2. Within the first 2 or 3 days any unexplained absence is further acted upon by the admin team, family leader or senior leadership team with telephone calls. Calls to members on the contact list will be made. Cross checks with siblings at local schools will be made where appropriate.
3. If no contact is made an email will be sent to Warwickshire Early Years Safeguarding Advisor stating that the child is potentially missing in education. If there are concerns that the child may be at risk of harm, follow safeguarding procedures - contact Warwickshire Children and families Front Door for a consultation, Tel: 01926 414144. This may trigger a Police welfare check.
4. After a further week of unexplained non-attendance and no contact parents/carers are written to and advised that the nursery place is at risk.
5. After a further 2 week period the place is removed and the 'Child missing in education team' are informed, who may decide to act.
6. **If at any point during the period of unexplained absence we have any concerns about a child's safety or well-being, or believe they may be at risk of harm, we will seek advice from social services.**

Policy Review Date: January 2027