Tiny Tigers Preschool Absence and Notification Policy

Policy Statement

At Tiny Tigers Preschool, we are committed to promoting regular attendance and ensuring children receive their full entitlement to early education. Regular attendance supports children's learning, emotional security, and developmental progress. This policy outlines our expectations regarding attendance, procedures for reporting absences, and the importance of timely communication.

1. Policy Aims

- To support consistent attendance for all children.
- To promote strong home–setting communication.
- To align with the EYFS (September 2025) safeguarding duty to identify patterns of absence or non-attendance.
- To ensure early intervention where attendance concerns may indicate wider welfare issues.

2. EYFS 2025 Framework Reference

As per the EYFS Statutory Framework (effective September 2025):
"Providers must promote good attendance, monitor non-attendance, and take action where necessary in line with their safeguarding procedures."

3. Importance of Regular Attendance

Regular attendance at preschool is vital for:
- Early learning and development – consistent routines support early brain development, communication, and social skills.
- Building secure relationships – with peers and key workers.
- Safeguarding – persistent or unexplained absence can be a sign of risk or unmet needs.

4. Notification Procedure

Parents and carers must:
- Inform Tiny Tigers Preschool by 9:00 a.m. on the first day of a child's absence.
- Provide a reason for the absence (e.g. illness, holiday, family emergency).
- Keep the preschool updated if the child is absent for more than one day.
- Notify the preschool in advance of planned absences such as holidays, appointments, or

known family events.

How to Notify:
- Phone: - 07563 544325
- Natalie Brown – 0780 9216591
- class dojo – key person or Natalie Brown

5. Monitoring and Recording Absence

All absences are recorded and monitored as follows:
- A daily attendance register is completed by staff.
- Patterns of absence or lateness are monitored and followed up.
- Absences without notification by 9:00 a.m. will trigger a first-day call to the parent/carer.
- Continued unexplained absence (2+ days) may be escalated as a safeguarding concern, in line with our Safeguarding and Child Protection Policy.

6. When Absence Becomes a Concern

Tiny Tigers will contact parents/carers to discuss attendance concerns if:
- There is a pattern of frequent absences (e.g. more than 10% of sessions missed over a half-term).
- There are long or repeated unexplained absences.
- The absence suggests possible wellbeing, safeguarding, or family support needs.

Where appropriate, we may:
- Hold a meeting with the parent/carer.
- Involve the local authority or other relevant agencies.
- Offer support, signposting or Early Help referrals if needed.

7. Illness and Exclusion Periods

- Children who are unwell (e.g. fever, vomiting, diarrhea, infectious illnesses) should not attend until fully recovered.
- Parents are expected to follow Tiny Tiger's absences.
- Children with communicable diseases must remain at home as advised by health professionals.

8. Roles and Responsibilities

Parents/Carers:
- Ensure their child attends regularly and on time.
- Notify Tiny Tigers promptly about any absences.

Preschool Staff:
- Maintain accurate attendance records.
- Monitor and follow up on non-attendance.
- Escalate concerns in line with safeguarding policies.

Designated Safeguarding Lead (DSL):
- Oversees monitoring of persistent or unexplained absence.
- Liaises with external agencies where safeguarding concerns arise.

10. Review of Policy

This policy will be reviewed annually, or sooner if there are updates to statutory guidance.

Policy Last Reviewed: July 25, 2025
Next Review Due: [September 26)