



PRIORY SCHOOL
EDGBASTON

EARLY YEARS ATTENDANCE POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	November 2026	
Next of Review:	November 2029	
Member of Staff Responsible:	Serah Mockbil – EYFS Manager	
Trustee Overseer:	Mr Naik	
Intended Audience:	Employees, Volunteers, Parents and Visitors	
Relevance:	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

EARLY YEARS ATTENDANCE POLICY

At Priory School, the welfare, wellbeing, security and development of every child remain our foremost priority. For children aged 6 months to 4 years, regular attendance and the prompt follow-up of absence form an important part of our safeguarding arrangements. Unexplained, unexpected, repeated or prolonged absence may indicate that a child or family requires additional support or that there may be a safeguarding concern.

This policy sets out the arrangements for reporting, recording, monitoring and following up attendance and absence within the Early Years Department. It is shared with parents and carers and should be read alongside the school's Safeguarding Policy.

Key Principles

- Attendance will be monitored as part of the school's safeguarding arrangements and not simply as an administrative process.
- Parents and carers are expected to notify the Early Years Department as soon as possible when their child will be absent.
- All unexplained absences will be followed up in a timely manner.
- Where a child is absent without notification or for a prolonged period, the school will attempt to contact parents/carers and alternative emergency contacts.
- The school will consider patterns and trends in absence and the individual circumstances of the child and family.
- Professional judgement will be used when deciding whether an absence should be considered prolonged.
- Particular consideration will be given to the child's vulnerability, the vulnerability of parents/carers and the child's home circumstances.
- Where absence gives rise to safeguarding concerns, the school will follow its safeguarding procedures and make referrals or request a police welfare check where appropriate.

Reporting Absence

- Parents/carers must notify the Early Years Department before their child's normal arrival time whenever their child will be absent, unless exceptional circumstances prevent this.
- Absence should be reported using the school's usual attendance reporting method: [0121 440 7100/ Tapestry or Parent mail].
- Parents/carers should provide the child's name, the reason for absence and, where possible, the expected duration of the absence.
- Parents/carers should provide any information relevant to the child's health, welfare or safeguarding where this is appropriate.
- Parents/carers must keep telephone numbers, addresses and emergency contact details up to date.
- Parents/carers should inform the school in advance wherever possible of planned absences or extended periods away from the setting.

Recording and Monitoring Attendance

- Attendance registers will be completed accurately and promptly.
- The reason for absence will be recorded where it is known.

EARLY YEARS ATTENDANCE POLICY

- Unexplained absences and attempts to contact parents/carers will be recorded.
- Attendance will be monitored for patterns and trends rather than considering individual absences in isolation.
- Relevant safeguarding concerns arising from attendance or absence will be recorded in accordance with the school's safeguarding procedures.
- Attendance information will be considered alongside the child's individual needs, vulnerabilities and family circumstances.

Unnotified Absence Procedure

Where a child is absent and the Early Years Department has received no notification from a parent or carer, staff will follow the procedure below. The exact timing of contact will be proportionate to the child's circumstances and any known vulnerability.

1. Contact the parent/carers as soon as reasonably practicable on the day of the unexplained absence.
2. Use the other contact details held by the school where the first attempt is unsuccessful.
3. Contact alternative emergency contacts where appropriate if parents/carers cannot be reached.
4. Inform the DSL or designated safeguarding member of staff where the absence remains unexplained or the circumstances give rise to concern.
5. Review the child's individual circumstances, previous attendance, known vulnerabilities and any relevant safeguarding information.
6. Consider whether further enquiries, early help, a referral to children's social care and/or a police welfare check are required.
7. Continue to monitor the situation and record actions, decisions, rationale and outcomes until the child's safety and welfare have been appropriately established.

Prolonged Absence

There is no single fixed number of days that automatically defines a prolonged absence for every Early Years child. The school will use professional judgement in accordance with EYFS paragraph 3.11 and will consider the child's circumstances.

- The length and nature of the absence.
- The child's age, developmental stage and individual needs.
- Any SEND, medical needs or other vulnerabilities.
- Previous attendance patterns and any recent changes.
- The reason given for the absence and whether it was expected.
- The vulnerability of the child and of the parent/carers.
- The child's home circumstances.
- Any known safeguarding concerns or involvement from children's social care or other agencies.
- Whether the absence is consistent with information already known to the school.

Procedure for Prolonged Absence

1. Contact the parent/carers to establish the reason for the absence and, where appropriate, the expected date of return.
2. Maintain a record of contact attempts and information provided by the family.
3. Review the child's attendance pattern and known circumstances.
4. Inform the DSL where the absence gives rise to a safeguarding concern.
5. Consider whether the child or family requires additional support or early help.
6. Liaise with relevant professionals where appropriate and lawful.
7. Where concerns about the child's safety or welfare remain, refer to local children's social care services and/or request a police welfare check, as appropriate.
8. Continue to monitor the situation until the child returns or appropriate safeguarding arrangements have been established.

Safeguarding

- Attendance information is an important part of the safeguarding picture and staff must remain alert to changes in attendance, unexplained absence and patterns of absence.
- All staff must report safeguarding concerns to the DSL or deputy without delay and follow the school's Safeguarding and Child Protection Policy.
- Staff must not investigate safeguarding concerns themselves. They must record relevant information factually and pass concerns to the DSL.
- Where a child is in immediate danger, the school will take immediate action in accordance with its safeguarding procedures, including contacting emergency services where necessary.
- Data protection must not be treated as a barrier to appropriate safeguarding information sharing.
- Where a child is known to children's social care or is subject to a child protection plan, child in need plan, early help plan or other multi-agency arrangements, attendance and absence will be considered in that context.

Working in Partnership with Parents/Carers

- The school will work openly and respectfully with parents/carers to understand and address barriers to regular attendance.
- Parents/carers will be provided with clear information about how and when to report absence and what action the school may take when a child is absent without notification.
- Parents/carers are expected to respond promptly to reasonable requests for information about their child's absence.
- The school will consider reasonable adjustments and appropriate support where attendance is affected by SEND, disability, medical needs or other individual circumstances.
- Where absence is prolonged or repeated, the school may arrange a meeting or other communication with parents/carers to understand the circumstances and agree appropriate support.
- The school's safeguarding responsibilities remain paramount where concerns about a child's welfare arise.

Children with SEND, Medical Needs or Additional Vulnerabilities

- The school recognises that some children may experience barriers to regular attendance because of SEND, disability, medical conditions, developmental needs or family circumstances.
- Attendance concerns will be considered alongside the child's individual needs and any support or reasonable adjustments already in place.
- The school will work with parents/carers and relevant professionals to understand and reduce barriers to attendance where appropriate.
- Safeguarding concerns will still be acted upon where absence is considered to place a child at risk, regardless of SEND or medical circumstances.

Extended Holidays and Family Travel

- Parents/carers should inform the Early Years Department in advance if they intend to take their child away from the setting for an extended period.
- The school will consider the circumstances and the potential impact on the child's welfare, learning, development and continuity of care.
- Where an extended absence has not been notified, or the school cannot establish the child's whereabouts or welfare, the unnotified absence procedure will be followed.

Record-Keeping and Monitoring

- Attendance records, contact attempts, information received, decisions made and actions taken will be maintained accurately and confidentially.
- Where absence gives rise to a safeguarding concern, relevant information will be recorded in accordance with the school's safeguarding record-keeping procedures.
- Records should include the concern, actions taken, decisions made, the rationale for decisions and relevant outcomes.
- Attendance patterns and prolonged or unexplained absence will be monitored by the Early Years leadership team and DSL as appropriate.

Inclusion

- The school recognises that children develop at different rates and that families may experience different circumstances affecting attendance.
- No child will be discriminated against, excluded or treated less favourably because of SEND, disability, medical needs or family circumstances.
- The school will seek to provide appropriate support while maintaining its responsibility to safeguard every child.

Monitoring and Review

The policy is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council