# Excalibur Academies Trust

## Preschool Attendance Policy

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| Date of approval | September 2025 |
| Approved by | Mrs Garbutt |
| Review date | September 2027 |

Registered Office: Excalibur Academies Trust, Granham Hill, Marlborough SN8 4AX
Registered in England and Wales
Company number: 08146633

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## 1. Aims

1.1 This policy outlines our approach to attendance in line with the Early Years Foundation Stage (EYFS) statutory framework (2025).

1.2 At Burbage Preschool, we believe that regular attendance is essential for children's development, learning, and wellbeing.

1.3 Consistent routines help children feel secure and settled in the setting, while also supporting their social, emotional, and educational growth.

## 2. Legislation and statutory guidance

2.1 This policy complies with statutory Early Years guidance.

## 3. Reporting Absences

3.1 If your child is going to be absent for any reason, please inform the school office as soon as possible on the morning of the absence.

3.1.1 You can do this by:

- Calling the school office on 01672 810452
- Emailing us at preschool@burbage.excalibur.org.uk

3.1.2 Let us know the reason for the absence and how long your child is expected to be away if known.

## 4. Unreported Absences

4.1 If we have not heard from you, a member of staff will contact you by phone to check in. This is part of our safeguarding responsibility and ensures we know that your child is safe.

## 5. Persistent or Unexplained Absences

5.1 If a pattern of non-attendance emerges, or if we do not receive a reason for your child's absences, we may:

5.1.1 Arrange a meeting to discuss any support needs or concerns

5.1.2 Involve relevant professionals, such as the local authority Early Years team, where appropriate.

5.2 We are here to support families, and we understand that there are sometimes unavoidable reasons for absence. However, we ask that you keep us informed and work with us to ensure your child benefits fully from their time with us.

## 6. Holidays in Term Time

6.1 If you are planning any time away, please inform the office in advance.

**Thank you for helping us maintain a safe, supportive, and consistent environment for all children.**

If you have any questions about this policy, please speak to the Preschool Manager.

This policy will be reviewed by Preschool Manager annually. At every review, the policy will be approved by Principal.