Overton Preschool & Playgroup	
Policies and Procedures Document	
Title	Attendance Policy
Version	1.1
Date	16th July, 2026
Last Review Date	16th July, 2026

Version History		
Version Number	**Created/Updated By**	**Comment**
V1.0	Created by J Dack (Overton Secretary)	
V1.1	Linda Shanks	Chid absences updated



Statement Of Intent:

1. To ensure the safety and welfare of the children, in which the Overton Preschool Playgroup cares for, OPP monitors the attendance at its settings and will report any attendance concerns that relate to safeguarding to children's services.

Aim:

2. Regular attendance (within pre-agreed hours) is important at our setting to ensure children are able to settle at our settings and form social bonds with other children. We monitor attendance closely and will follow up on absences in a timely manner.

Policy Method:

3. Our attendance policy is set out at the start of the year to all new joiners.

4. If a child is absent without notification from the parent or the carer by 10am that day, we will contact the child's parent and/or carer and any other emergency contacts if these are not contactable.

5. If a parent or carer remains uncontactable, we may be required to contact children's services to escalate the matter further.

6. We will use our professional judgement if we notice any concerning patterns, trends or long term unexplained absences and we may implement safeguarding procedures.

7. We will follow up on explained absences, recognizing this as a safeguarding concern and record any actions taken.

8. Any concerns will be referred to local children's social care services and/or a police welfare check will be requested.

Maintaining attendance

9. Parents should notify the OPP in advance of any planned holidays or any preplanned medical appointments, which means a child cannot attend.

Overton
Preschool Playgroup

10. We will work with parents to understand where there are barriers to sending their child to OPP and work proactively with parents to address any concerns and improve attendance.