Attendance Monitoring Policy

North Halifax Partnership believes that regular attendance and routine plays a fundamental role in supporting children's educational development, supports their personal, social and emotional well-being. Regular routines also support the settling-in process and enhances their sense of security and belonging.

We will work with parents to remove any barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who will be able to offer advice and support, refer to other agencies who may be able to help, such as the health visiting team, portage or early help. Therefore, we ask that parents/carers contact the nursery at the earliest opportunity to inform us if your child is going to be absent or significantly late for their session and the reason for the absence.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting.

In line with EYFS 2026

We will:

- Record the reason for the absence on the register and attendance monitoring form.
- Keep records of attendance to enable monitoring and so that emerging patterns are addressed.
- Follow up on absences in a timely manner. Contact the child's parents and/or carers and alternative emergency contacts. Follow up unexplained or prolonged absences.
- Consider patterns and trends in a child's absences and their personal circumstances and use our judgement considering the child's vulnerability, parent's and/or carer's vulnerability and their home life.
- Follow our internal safeguarding and first day calling procedures if we are unable to contact parents/carers or any other alternative emergency contact. Refer any concerns we may have to children's social care services and or request a police welfare check.

Reviewed September 2026

Early Education Funding (EEF) Policy

Early Education Funding (EEF) is administered by the Early Years and Childcare Sufficiency Team on behalf of Calderdale MBC. As an Early Education Provider, we are required to follow the guidelines set out in the Provider Agreement procedures and the Statutory Framework for the Early Years Foundation Stage (2026). We are required to ensure that children for whom we receive any Early Education Funding attend regularly and have an obligation to inform the Early Years and Childcare Sufficiency Team if children do not attend.

For children who access Early Education Funding we require you to support us in the following ways:

- Complete an Early Education Funding parental/carer agreement prior to your child accessing an EEF funded place. This will detail exactly which hours of attendance make up the Early Education Funding element and which hours are paid for by parents/carers and any additional charges.

- Need to receive a copy of the 2-year-old Early Learning funding confirmation code (for 2-year-olds) or complete an eligibility check on the Calderdale MBC Portal.

- Need to receive a copy of the 16-digit working parent entitlement code to enter onto the Calderdale MBC Portal and confirm entitlement.

- Complete regular eligibility checks via the .gov website

- Require evidence of disability living allowance or proof of an adoption order, special guardianship, and residence order (if applicable).

- Need to be made aware if your child is claiming Early Education Funding at more than one setting.

Monitoring attendance of children

The nursery will require a minimum target attendance of a satisfactory level per term. This will be discussed with you when you register.

We will monitor children's attendance as outlined above. However additionally we will

- Monitor reduced attendance and after a period of two weeks discuss with parents/carers the reasons for reduced attendance and agree how this can be improved.

- If attendance patterns are not improved their child's funded hours may be reduced or withdrawn.

- A notice period of 2 weeks will be given if the hours are to be reduced or withdrawn.

- We expect that you inform the setting if your child is going on holiday and will not be attending.

Late Drop Offs and Early Pick Ups

Where a parent/carer consistently drops a child off late or collects a child early from their funded early education session we will try to establish the reason for this. It may be that we are able to offer a more suitable session time to avoid this happening. If not, we may have to reduce the number of hours for which your child receives funding. Where necessary we will contact Calderdale MBC to take advice.

Please be aware Early Education Funding may be withdrawn where children's attendance including late drop off and early collection does not meet the required level.

Other Information

- The local authority funds Early Education Funding and states how many hours will be funded in each funded period. The funded periods for the forthcoming academic year will be made available at least 3 months in advance on our website Nurseries – North Halifax Partnership

- The nursery reserves the right to change a child's pattern of attendance giving a minimum of 28 days' notice to the parent/carer.

- Attendance of all children is monitored by the Local Authority through an internal audit.

Reviewed September 2026

- If there are exceptional circumstances which mean your child's attendance does not meet the minimum requirements, the nursery manager will discuss this with you.

- The nursery will close for two training days each year. All closure dates can be found on our website.

- There will be no exchange of Early Education Funded sessions on planned nursery training closure days or any day or part thereof on which the nursery closes for any reason.

- If you are claiming working parent entitlement 30 hours for 3 yr olds see packed food policy and additional charges policy. If lunches/snacks brought from home fail to comply with our food policy an invoice will be raised for all snacks and meals. The 30 hrs offer will be reviewed, and hours may be reduced to 15 EEF entitlement only.

- Where children attend all year-round full nursery fees will apply during holiday periods. There is no reduction in charge to parents for holiday or non-attendance for any reason.

- If your child leaves the setting the nursery will require a one month notice period and will claim EEF for this period.

- We reserve the right to claim to the end of your child's grace period. If eligibility is re-established during that grace period, your child's place will remain available.

- Where a child attends more than one setting, we will make every attempt to liaise and exchange information with the other setting to support your child's progress and development.