

THE DIAMOND LEARNING PARTNERSHIP TRUST

Established in the Queens Jubilee Year 2012

Andrew Road, Eynesbury, St Neots, Cambridgeshire PE19 2QE
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Monitoring of Non-Attendance in Preschools

Dear Parents/Carers

From September 2025, The Department of Education, in line with the Early Years Foundation Stage (EYFS) Framework, require an Attendance Policy to be shared with parents and/or carers, which must include expectations for reporting child absences, and the actions providers will take if a child is absent without notification or for a prolonged period of time.

We recognise that preschool children are not of statutory school age, and therefore non-attendance will not result in fines or penalties. However, it is important that we apply the same level of vigilance for our youngest children as we do for older pupils. Following up on absence ensures that:

- We know the reason for a child's non-attendance.
- We can be assured that the child is safe and well.
- We fulfil our safeguarding responsibilities as set out in our trust-wide policy.

Therefore, when a child does not attend a booked session, staff will contact parents or carers to establish the reason for absence. This process is purely a safeguarding measure and is not linked to attendance enforcement.

What you can expect:

- Children's attendance is recorded daily using our MIS , Arbor.
- Parents/carers must notify the preschool by phone or email by 10am if their child will not be attending.
- If the absence continues, parents/carers must update us by 10am each subsequent day.
- If no explanation has been received by 10am, staff will attempt to contact parents/carers.
- If no contact is made within 48 hours, an email will be sent to both parents, and emergency contacts will be called.
- If, after 48 hours, we are still unable to confirm a child's safety, the preschool may contact their local authority, in line with the Children Act 2004,

Please see attached the full Trust policy. Thank you for your co-operation and if you require any further clarification please don't hesitate to get in touch.

Yours faithfully