Attendance in EYFS

7 MINUTE BRIEFING

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Slough Borough Council

1 The Law

The names of all pupils (both compulsory and non-compulsory school age) must be entered on the admission register.
Please be aware of the only grounds a child of non-staturory school age can be off roll these can be found in Working Together to improve school attendance page 53.

2 Why it matters

Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare or schooling. This includes not only coming to every planned session, but also being there on time. At the very least, good attendance practice promotes good outcomes for children. In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

3 The benefits

Supporting through sign posting to services within Slough
Secure relationships - getting to know your families (open honest and transparent relationships)
Establishing a positive home learning environment and habits

4 Codes

There is no requirement for schools to record whether the absence of pupils not of compulsory school age is authorised or not, but where possible schools should use the national attendance and absence codes to help them monitor their attendance and to form good attendance habits.
Please consult our 7 Minute Briefing on Registers for support in this area.

Important: The N code is a temporary place holder while the reason of absence is ascertained. Please ensure it is no used for longer than 5 working days.

5 Use of the X Code

Non-compulsory school age pupil not required to be in school. Where a pupil not of compulsory school age is attending school part-time. For example, where parents have chosen for their 4 year-old child to attend part time until later in the school year but not beyond the point at which the child reaches compulsory school age.
Please use the X code to mark planned absence such as agreed days a pupil will not attend.

6 To consider

- Do you have a specific EYFS attendance policy if you are a primary school? If not do you have a specific section within your whole school policy?
- Whilst you can not use FPN sanctions have you included in your policy steps you will take when attendance in a concern?
- Have you planned different ways (thinking about EAL) to communicate the importance of attendance to parents?
- Do all staff involved in recording and supporting children's attendance have the right training/information?
- Be clear on your statutory responsibilities around the SEND code of practice

7 What to do

- Ensure accurate records are kept including registers to ensure that unexplained absence is easy to identify
- Plan early intervention conversations with parents about their child's attendance - be prepared to be bespoke in your response, be flexible but clear with supportive expectations
- Be rigorous in monitoring attendance, analysis data and looking for patterns
- Being rigorous and persistent in seeking and recording explanations for absence, however sensitively this is done