Early Education Funding (EEF) Attendance Policy

Last reviewed: 9 October 2026
Approved by: Nursery Manager
Next review: 8 October 2027

Statement of Intent

At Crossley Mill Nursery we work with children and parents/carers to ensure that we deliver early education to a high standard and provide planned learning activities to help children's development across the prime areas of the Early Years Foundation Stages (EYFS).

Aims

To this end we will make every attempt to ensure that eligible children attend as many sessions as funding has been received for, bearing in mind occasional sickness or holiday absences.
We will monitor attendance for EEF children on a weekly basis to ensure that children receive a beneficial level of early education to assist them in progressing towards development across the prime areas of the EYFS and follow the procedure below for any cases of non-attendance or erratic attendance.

Background

The Funding Provider (Calderdale Council) outlines the attendance and absent management requirements in the following documents:
Early Education Funding Provider Terms & Conditions (1 April 2026 to 31 March 2027)
Early Education Funding Agreement - Attendance / Absence Management Policy

These documents allow for absences from the setting due to child illness or holiday (up to four funded weeks in any one funding period). Absences are monitored throughout the funding period to ensure that absences which fall outside these categories are managed appropriately.

Illness

If a child is unable to attend due to serious illness, a place may be held and funding can be claimed in full where the child is expected to return within the same half term. A doctor's note/medical statement can be requested at the Nursery's discretion. Children's absences due to illness will be recorded.

Late Drop Offs and Early Pick Ups

Where a parent/carer regularly or consistently drops a child off late or collects a child early from their funded early education session, the Nursery will try to establish the reason for this erratic pattern of attendance.

Procedure

If it becomes evident during weekly monitoring of attendance that a child is failing to attend all their requested EEF sessions the following steps will be taken by the Nursery:

Erratic Attendance

A. For erratic for up to 2 weeks:

- An email will be sent to parents/carers to notify them of the shortfall in the child's attendance to meet the minimum EEF funded hours

- Parents/carers will be invited to hold an informal discussion to discuss the reasons for the shortfall where necessary.

B. For erratic attendance for a further 2 weeks (4 weeks total):

- Request a formal parents/carers meeting to discuss the implications of attendance levels on the child's progress and place availability.
- Offer a reduction in sessions funded as a possible solution.
- Conversation will be diarised, and content of discussion noted.
- Should the outcome be a reduction in funded hours, Management will input in the Actual Task on the Provider Portal to reduce funded hours, where appropriate

C. Erratic attendance beyond 4 weeks.

- Our setting will give due consideration to the needs of children and their families where we feel they will benefit from additional support.
- These families may be; transient families, children with SEND, children with no status, and vulnerable children.
- We will investigate and make an informed decision around the nature of the absences prior to withdrawing the funded place.
- Where our setting continues to make a funded place available to a child with an erratic pattern of attendance, we will continue to support the family so that this will improve and maintain records of all communications and decisions for Local Authority audit.
- Conversation will be diarised, and content of discussion noted.

Non-attendance / uniformed absences

A. Non-attendance / uniformed absences for up to 2 weeks

- Hold an informal discussion with the child's parent/carer to see if there are any problems which are preventing full attendance.
- Conversation will be diarised, and content of discussion noted.

B. Non-attendance / uniformed absences for a further 2 weeks (4 weeks totalled).

- If no contact or resolution can be established with the parent/carer, take this period in lieu of the 4 weeks notice period.
- Conversation will be diarised, and content of discussion noted.
- Management will complete the Actual Task on the Provider Portal to confirm that leaving date of the child.

Local Authority reclaim of funding right

The local authority reserves the right to reclaim funding in cases of persistent poor/non-attendance at funded sessions.