

Attendance & Punctuality Policy

Attendance will be monitored and supported for every child in the nursery regardless of FEEE or paid places, race, religion, ability, ethnicity or gender. We encourage our parents/carers to keep us up to date with any periods of time that their child/ren will not be attending nursery due to sickness, holidays, special occasions etc.

What should you do?

- Make sure your child attends agreed nursery sessions.
- If your child will not be attending their agreed nursery session(s) you should inform the nursery on the first day of your child's absence or prior to their first day of absence if possible.

What we will do

- If a call is received informing the nursery of a child's absence, the person taking the call from parents/carers will inform the room where the child is based. The team in that room will make a note of the absence on the register.
- The nursery team will also attempt to make contact with parents/carers of a child where no phone call has been received.
- If the child has missed ten sessions and parents/carers have not been in contact with the nursery then the Nursery Manager/Deputy will attempt to contact the parents/carers by phone or letter. If there is no response, the Nursery Manager/Deputy will phone the emergency contact details listed on the child's enrolment documents.
- If the Nursery Manager/Deputy is unable to contact the parents/carers or the emergency contacts by phone they will complete a Cause for Concern Form with all details of attempted contact and pass this immediately to the Designated Lead Practitioner for Safeguarding.