

Attendance Policy

At Forest Nursery we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being.

Strategies for promoting regular attendance and punctuality

The importance of regular attendance and punctuality is stressed to parents through:-

- Settling in meeting with Nursery staff
- Discussion with child's key person, informally and during Parent Evenings
- Informing parents if their child's absence is a cause for concern

Notify your child's key person or Manager in advance if your child is to have a planned absence from Nursery.

Notify Nursery on the first morning of an unexpected absence that your child is to be off by telephoning, email or through EyLog.

Please keep Nursery staff informed if your child is to have a prolonged absence as they like to know how your child is doing.

If nursery staff have not heard from you within a reasonable time frame, they will contact you by telephone the day your child was due in. If they are unable to contact you within a reasonable time frame, they will use the emergency contact details you gave when registering your child with the Nursery as a matter of course. A record of this call will be logged with the nursery, using the Record of Child Absence Form.

In the event that staff members are unable to establish a child's whereabouts despite their best endeavours, the Manager will regard the absence as a cause for concern. The Child Protection Policy will be implemented by the Nursery Manager who will liaise with the Organisations Safeguarding Officer to decide if the Child Protection policy is to be implemented and a referral made. These follow-up actions will be recorded as per the Child Protection Policy.

Please note that it is a parent's responsibility to ensure that Emergency Contact numbers are up to date. Whilst attendance at Nursery is not a statutory requirement, informing staff of your child's absences will be helpful to the smooth running of the Nursery and to effective forward planning for the children's activities. It is our aim to create a culture in which good attendance is 'normality' and valued. It will also be good practice for school where similar procedures are required.

In the instance of a child not being collected from the nursery after 15 minutes, the following procedure will be initiated by staff:

- Inform the nursery manager that a child has not been collected
- The parents will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records
- The manager and one other member of staff must stay behind with the child (if it falls outside normal operating hours).
- If the parents still have not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Children's Social Care Team and Ofsted to advise them of the situation

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- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- The child's welfare and needs will be met at all times

Contact numbers:

Name	Contact No
Children's Social Care	0845 607 0888
Ofsted	0300 123 1231

This policy was adopted on	Signed on behalf of the nursery	Date for review