



Attendance Management Policy

Policy statement

Nether Green Nursery encourages regular attendance to provide a consistent routine for the children also provide a caring and welcoming environment. This policy includes the expectations we require to your child's attendance and punctuality.

Procedures

- We expect all children attend the setting from their allocated start date. A minimum of 4 weeks' notice in writing is required if you wish to delay your child's start date or would no longer the place at Nether Green Nursery.
- We monitor all attendance informing and arranging meetings with the family if necessary and liaising with the health visitor.
- We expect you as parents to encourage regular nursery attendance and to ensure your child arrives prepared for his/her nursery day.
- If you child is not attending, please contact nursery on the first day of absence and keep nursery informed of any long-term absence. If no contact is made to nursery by 10am a staff member will make contact with the parent.
- Frequent unexplained absence will cause the manager to contact the home. If attendance still continues to be unacceptably poor without an adequate explanation, we will make contact with Children's services. (This is in accordance with Children act 2004.)
- If you decide to leave the nursery before your child goes to school this has to be given in writing/email 1 month prior to leaving. If your child is changing nursery's the management must be informed of the new nursery setting.

Legal framework

- Children's Act 2004
- Protection of children Act 1999
- Safeguarding vulnerable groups Act 2006
- Childcare Act 2006

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