

**Current Policy Date: 10 December 2016**

**Review: Every 3 years**

**Date of Next Review: December 2019**



## **ATTENDANCE AND REGISTRATION POLICY**

It is vital for Health and Safety that we know at all times which children are at nursery.

For children to gain the most from nursery it is important that they attend regularly every day for the hours stated. We strongly encourage regular attendance as we believe it has a positive impact on social inclusion and effective learning.

### **Implementation**

1. The register will be marked at the beginning of each session by the member of staff not taking the welcome group.
2. The register will be marked in accordance with the guidance to be found in the front of the register.
3. A black dot will be marked to signify a child is not expected for a particular session.
4. At 9.05am and 12.55 pm the register will be closed and any child arriving after this time will be marked as late.
5. The total number of children present for each session must be entered in the box when the register is closed.
6. The secretary will ensure that the current address and telephone contact details for each child is entered in the contacts file kept in the main office.
7. Parents will be informed about attendance expectations and requested to notify nursery on the first day of absence if a child will not be attending nursery stating reason/s.
8. Where a child is absent for more than three days without a message being received, the class teacher will inform the Office Team who will make enquiries, unless there are grounds for concern when it may be sooner.
9. Where a child is on any form of Child Protection all absences will be followed up in line with any Protection Plan.
10. Where there are difficulties with regularity of attendance/time of arrival/collection, the nursery staff will work with the parent/carer to try and support them in resolving problems.
11. Parents of children attending breakfast, lunch and tea club and shorter sessions will sign them in or out as appropriate.