

Kingsfield Nursery Attendance Policy

Kingsfield Nursery regards good attendance and punctuality as vitally important for the learning and well-being of children. Children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

Roles and Responsibilities for Parents and Carers

- To ensure their child attends every session unless they are unwell.
- To avoid making appointments for their children during nursery hours.
- To contact nursery as soon as possible if the child is going to be absent. This may be done in person, by phone, message or email.
- To bring and collect their child promptly and by a responsible adult.
- Parents to provide a password known only to them, us and whomever is picking up.

Roles and Responsibilities for Staff

- To ensure parents/carers understand the importance of punctuality and attendance.
- A daily register will be taken to ascertain who is and is not at nursery.
- To advise parents that if we have no knowledge of a child's absence, they will be contacted by 9.30 to ascertain the reason for this absence.
- To speak to parents/carers informally if poor punctuality becomes a habit.
- To follow safeguarding procedures by advising Children's Social Care or contacting our LCSS if poor attendance or punctuality indicates there may be a cause for concern.
- Late attendance or leaving early will be recorded in the register enabling us to monitor it.
- Reasons for the absence will be recorded in the register.

Staff will make themselves available to talk to parents/carers regarding any of the above points.