



Merry Poppets Nursery

ADMISSIONS & ATTENDANCE POLICY

Admissions Procedure

Parents who wish their child to attend Merry Poppets Nursery should complete a prospectus.

The nursery will oversee admissions.

Attendance Policy

At Merry Poppets 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 and progress. Regular attendance at nursery can set good practice and will support a child's overall development when the time comes for full time education.

Our aim is:

- To create a culture in which good attendance is normality and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in implementation of our policy

All parents are made aware of the importance of regular attendance prior to entry and the importance of collecting children on time. Our failure to collect procedure, incorporated in our **Missing Child and Uncollected Child Policy** outlines our practice if a child is not collected from nursery.

The nursery provides the attendance policy in the Pre-conditions booklet provided before a child's entry into nursery.

Parents must inform the nursery on the first day of absences. Practitioners must inform the setting's Deputy of any absences, the Deputy will add the absence to the iconnect so the administration team are aware of the absence. If a child fails to attend nursery on their scheduled day and the setting hasn't been informed, the Deputy will call the parents to find out why the child hasn't attended nursery. If the Deputy is unable to make contact with the parents, Administration will be informed and the parents will be contacted via email. The nursery collates and monitors attendance information for all children each month in line with safeguarding good practice.

All parents are made aware of the expectation that they inform the nursery via telephone or e-mail before the child's session starts on the first day of absence.

If the child is known to Children's Services they will be informed of the absence.



If after one week there has been no contact the nursery will send a letter to the family to offer support and ask for them to contact the nursery to arrange a meeting.

If after two weeks there has been no contact the child's name will be removed from the admissions and the place allocated to another child. The local Authority will be informed that the child has left the nursery.

Holidays

Parent/carers will notify the nursery when taking children on holiday so this can be logged in the nursery's daily attendance register on iconnect.

REVIEWING THE POLICY

The Policy will be reviewed every year