

## ATTENDANCE POLICY

Regular and punctual attendance is of paramount importance in ensuring that all children have consistent routine and have full access to the curriculum.

It is strongly encouraged for your child to attend their booked sessions as much as possible. We do however there will be times your child would be absent for example

- Unwell
- Have to attend appointments
- Days out or holiday
- Spending time with family

We just ask that you can inform the nursery as soon as possible with the reason.

If you are finding your child does not want to attend the days/hours you have enrolled them for please speak with the management/office staff who will do their best to work with you to find a solution

## ABSENT CHILD POLICY

Should your child be unable to attend our setting on their nominated day, we would ask that you give an explanation by phone, family App or email. Children's attendance will be monitored closely.

If we do not have an explanation of absence, we will endeavour to contact you that day. If we fail to make contact by phone or mail, Discovery Nursery School Staff will reach out to other contacts (to which you have already provided us the details of) .

Please see our safeguarding policy on why we might make further referrals.

It is important to notify the nursery of child's absence:

- So we can record the reason your child is off. If they have an illness we can ensure appropriate steps inline with our health and hygiene policy
- So we know you and your child are safe and well
- To have a record for your child file which may be needed during their time enrolled at carousel Nursery School.

## THE ROLE OF STAFF

The staff within each room complete a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence by 10am, the room leader, key person or Office will ring the parent. If no explanation is given the Office enters this as unauthorised.

When appropriate, practitioners raise any concerns with the Manager who takes appropriate action when absences is a concern and contacts the parents/carers to discuss attendance issues.

## Fee's

Please see our payment policy for further details