



## Nursery attendance policy



### Attendance

There is no statutory requirement for children to attend nursery; however once registered, we would like children to attend the sessions they have booked for. We understand there will be times when a family holiday or occasion may mean you decide to keep your child at home. Also we know that children get poorly and that especially when they are mixing in larger groups, such as the nursery sessions, they are susceptible to pick up bugs; we appreciate you will keep your child at home and reduce these from spreading.

However, especially as children prepare for their journey onto school, it is helpful to keep them in a good routine as they prepare for coming in every day.

Our nursery is very popular and as we move through the academic year and more children turn 3 and are eligible to join, we have a waiting list. To be fair to those families, we can not hold spaces open for children who do not want to attend regularly.

If a child has a legitimate reason for being unable to attend for a prolonged period of time, the Early Year Funding Team at Cambridgeshire County Council agree that keeping a place open may smooth the way for a phased return. However we must tell them if your child does not attend for 4 weeks in any funding period (a school term). The funding may be withdrawn, but it is not automatic; the team will consider the individual circumstances.

### **What we ask you to do**

Parents or Carers will you please:

- call the office to report your child's absence before 8.45am for morning sessions and 12pm for afternoon sessions and advise when they are expected to return
- provide the nursery with more than 2 emergency contact numbers, where possible (as required by the Dept for Education)

### **What we will do**

If your child is expected in Nursery and they stop attending without reason, the office will:

- call a Parent or Carer to ascertain the reason
- call each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- where relevant, report the unexplained absence to the child's social worker or other professionals associated with the family

### Lateness and punctuality

Our nursery brings familiarity with routines and patterns at the start of the day; it can be very difficult for small children to settle if they arrive late. Sometimes this is unavoidable or is pre-agreed to meet a child-specific need, but otherwise please try to arrive on time.