

# ADMISSIONS & ATTENDANCE POLICY

## Admissions Procedure

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

The nursery will oversee admissions. If a place is not offered, we will put the child on a waiting list and the parents will be contacted when a place becomes available.

Children eligible for NEF funding will have priority.

## 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 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 absence.

Members of staff must inform the setting Deputy of any absences to complete the daily register checks.

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 emailed between 7.30am and 8am for before school care and by 2pm for afterschool care on the first day of absence. If a child is absent for a second day without notification the nursery will contact the family by telephone to find out the reason for absence. If the child is known to Social care 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 one month there has been no contact the child's name will be removed from the admissions and the place allocated to another child from the waiting list. The local Authority will be informed that the child has left the nursery.

## Holidays

Families should notify the nursery when taking children on holiday so that this can be logged in our daily register.

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

## REVIEWING THE POLICY

The Policy will be reviewed every year.

Adapted by: Jane Laycock

Date: January 2019

Signed by:

Review date: January 2020