



Milverton House School
and Nursery

Attendance Policy

UpdatedNovember 2016

Review Date.....November2017

At Milverton House Nursery we will give you a warm and friendly welcome to all the children and their parents and carers when they arrive at nursery and ensure that all children leave the building safely at the end of their session, with the appropriate person who is designated to collect them.

It is the responsibility of the manager to ensure that an accurate record is kept of all the children with in the nursery, and that all departures to and from the setting are recorded. During the day supplement head counts will be conducted.

Arrivals

- A parent carer will be buzzed into the setting via our `door release button system` which is manned throughout the day through a CCTV system.
- Each child is signed into the building, by their parent/carer as they enter the building. It is the member of staff responsibility to ensure that each child has been signed in.
- Room leaders and nursery nurses are responsible for ensuring the central registers are updated during morning and afternoon circle time.

Departures

- As parents/child leave with their child they must sign out, it is nursery's nurse's responsibility to ensure that each child is signed out as they leave the building.
- If the child is to be collected by someone other than the parent/carer's , this must be indicated to a member of staff prior to collection and recorded on the signing out board to notify other members of staff.
- Only persons 16 years and older are authorised to collect children.
- In the event of someone else should arrive to collect a child without prior notification then the parents /carers will be called immediately.
- If arrangements change via a telephone call during the course of the day, the following procedures follow.
 - A. The parent/carer will be asked to hang up and we will return your call on the contact number we have for that child to verify the caller.
 - B. The person collecting will be asked to use the password system.
- If the designated adult is late in picking up their child without prior warning, the provisions of the late collection (fees policy) and non-collection policy will be activated. (Health and safety policy)

Absence

We ask parents to be prompt in bringing their child to nursery and collecting them at the end of the session. Parents are also asked to inform staff when a child is not attending the nursery due to illness, holidays and other circumstances. If parents fail to contact the Nursery we will then contact parents to find out why the child is not been at the nursery.

- We would speak to the parent personally, if we are unable to contact parents because we don't have a correct phone number, emergency contact may be used to track a parent down.
- If we are still unable to speak to parents we may try to contact them via email, or postal services.
- If deemed viable and at no risk to staff we may try to home visit a child.
- If there is no reply and the child does not return to the nursery, we would refer to our Safeguarding and Child Protection Policy as the welfare of the child is a priority.

- Regular absences from the nursery could be a sign and/or systems that a child/family may be encountering some difficulties and might need support from the relevant local authority. The nursery will always try to discover the causes of prolonged and unexplained absences.