

TEDDYBEARS NURSERY

ATTENDANCE POLICY

Teddy bears nursery emphasis to parents the importance of regular attendance at nursery. We believe that if children are to reach their full potential then excellent attendance is essential. Any problems that impede regular attendance will be identified & addressed as quickly as possible.

OBJECTIVES OF POLICY:

- *To ensure the safety of all children by monitoring daily attendance.
- *To identify long term absences
- *To promote good attendance
- *To implement strategies which guide staff on how to combat low/erratic attendance

IMPLEMENTATIONS:

- *Nursery staff will maintain class registers to show attendance of each child
- *Nursery manager will monitor class registers to highlight poor attendance
- *Parents of children identified with poor attendance will be supported to resolve any problems they may have.
- *If a child is absent from nursery for 2 days (or x2 sessions) & the parent has not contacted the nursery the manager will phone parent/guardian to enquire as to the reason for the absence.
- *If there is no contact with the parent & the child has a inter-agency referral the appropriate professional should be contacted immediately.

NAME :

SIGNATURE:

DATE:

REVIEWED: