



Rachel McMillan Nursery School and Children's Centre

## Attendance Policy

For 2 year olds, good attendance is arriving to start the nursery day at 8.45 a.m. or 12.30 p.m.

For 2 year olds, good attendance is ending the nursery day at 11.45 a.m. or 3.30 p.m.

For 3 and 4 year olds, good attendance is arriving to start the nursery day at 9.15 a.m. or 12.45 p.m.

For 3 and 4 year olds good attendance is ending the nursery day at 11.45 a.m. or 3.00/3.15 p.m.

Good attendance is bringing your child to nursery every day.

Good attendance is taking your child on holiday during the school holidays.

### Why is good attendance important?

Because it supports your child's learning.

Because it provides your child with an equal opportunity with their friends, equipment, staff and the curriculum.

Because it allows your child consistent learning opportunities.

Because the routine helps your child to feel safe and happy.

Because it is setting patterns for future schooling, work and life.

Because the cook needs to know how many dinners to cook!

## **What can mums, dads and carers do?**

Let the nursery know before 9.30 a.m. on the day your child is not coming to nursery and tell us why they are not coming to nursery.

Tell the nursery of any future unavoidable appointments that may keep your child away from nursery.

Discuss with the nursery any information that may affect your child's attendance or punctuality.

Let the nursery know who is picking up your child (the person must be over 16 years old).

## **What will the nursery do?**

We will keep an accurate record of your child's attendance and punctuality.

We will telephone and ask you for a reason that your child is not at nursery.

We will pass on attendance and punctuality records to your child's next school.

We will be available for support and advice.