

# Hippitots Children's World

## Admission and Attendance Policy

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**At Hippitots, we are committed to ensuring the safety, well-being, and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer, and there is a proven link between attendance, punctuality, and children's attainment. This policy sets out the expectations of Hippitots staff and parent/carers.**

The numbers and ages of children admitted to Hippitots comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery.

Places will be offered on a first come first served basis, and a refundable deposit will be required (see Fees policy).

We operate an Inclusion and Equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parent/carers. In some cases, accessibility to all of the building may restrict the offer of places.

### Policy aims and principles

- Encouraging parents, carers, and staff to prioritise attendance to maximise children's learning and development
- Outlining clear procedures for parental involvement and attendance communication

### Key principles

- Regular attendance and punctuality are important
- Absences and lateness affect children's ability to participate and benefit from the curriculum
- Children who arrive late may disrupt the routine of the room and the other children
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships
- Regular attendance and punctuality help to instill good habits and promote the development of a positive attitude towards nursery, then school

Promotion of regular attendance will take place during discussions between staff and parent/carers at their child's settling in visits.

### Attendance times

Private fee hours with or without funding deduction

- Full days sessions 8am to 5.45pm
- Morning session 8am to 12.30pm
- Afternoon session 1.15pm to 5.45pm

Funded only sessions

- Full day 8am to 5.45pm
- Morning session 8.30am-11.30am
- Afternoon session 12.45pm to 3.45pm
- School day session 8am to 3.30pm

### Parental responsibilities

- Notify the nursery of your child's absence within one hour of the start of their child's session on the first day and each day following
- Use Family app, telephone, or email
- Parent/carers must provide alternative emergency contact numbers other than the parent/carers with custody of the child
- Parent/carers must keep contact numbers up to date
- Work in partnership with the nursery to address any barriers to regular attendance
- Parent/carers should notify the nursery in advance of any planned holidays. The nursery requires one month notice to implement either the 50% holiday discount or snack and meal discount
- Attend meeting arranged to discuss ongoing or frequent absences

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#### **Staff responsibilities**

- Complete registers at the beginning of each session (morning and afternoon)
- Follow up on unexplained absences by contacting the parent/carers within one hour of child's session start time
- Staff will note all absences, by using the appropriate symbols and description on Family
- Mark absences as unauthorized if no explanation is provided
- Report persistent or concerning absences to the Manager
- The manager and staff will consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if their absence should be considered as prolonged
- Where deemed necessary the Manager will take appropriate action and may contact local children's social care services
- The local authority will also be informed of funded children's continuous absences

#### **Types of absences**

- Authorized absences may include illness, religious observance, or holidays
- Unauthorized absences include no explanations or unjustified reasons

#### **Monitoring of this policy**

*This policy will be reviewed annually by the setting manager/management team, new government legislation and policies will be incorporated appropriately as and when required or informed.*