



Attendance Policy

At Curious Explorers 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 nursery. At a young age, continuity and consistency are important contributors to a child's wellbeing and progress.

Attendance will be monitored, and all absence are logged weekly.

We encourage our parents to keep us up to date with any periods of time that their child will not be attending nursery due to sickness, holidays, special occasions etc.

Parents should ensure

- Their child attends the agreed nursery sessions.
- To inform the nursery on the first day of their child's absence or prior to their first day of absence if possible.

What we will do

- If a call is received informing the nursery of a child's absence, the staff member taking the call from parents will inform the room where the child is based. The team in that room will make a note of the absence on the register.
- If no phone call is received then the staff member will attempt to contact the parent if the child is absent.
- If the child has missed several sessions and the parent have not been in contact with the nursery then the Nursery Manager/Deputy will attempt to contact the parents by phone or email. If there is no response, the Nursery Manager/Deputy will phone the emergency contact details listed on the child's registration documents.
- If the Nursery Manager/Deputy is unable to contact the parents or the emergency contacts by phone they will raise a concern with CSPA or Children's Services.