



Admissions & Attendance Policy

Policy Statement

Duckling's, intends to make the nursery accessible to children and families from all sections of the local community. Regular attendance at Duckling's is very important in helping children to become comfortable with a regular and consistent routine. We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

It is extremely important for parents/carers to inform Duckling's should their child become ill with a communicable disease, such as chicken pox, measles, etc this will allow parents/carers of other attending children and any pregnant employees to be given notification of the possible spread of the disease as well as seeking any necessary medical advice.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Inclusive practice Child development Health and Well being	Respecting each other Parents as partners	The learning environment The wider context	

Procedures

- We ensure that information about our nursery is accessible, in written and spoken form.
- Duckling's arranges the waiting list in birth order and date of application. In addition, our policy may take into account the following:
 - subject to availability
 - first come first serve basis
 - siblings already attending the nursery/ adjoining school
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our nursery and its practices in terms that make it clear that welcomes both, fathers and mothers other relations and other carers, including childminders.
- We describe our nursery and the practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.



Believe, Strive, Achieve

- Duckling's describes the nursery and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of the nursery.
- We monitor the gender and ethnic background of children joining the nursery to ensure that our intake is representative of social diversity.
- Parents/carers will be charged at the same hourly rate even if their child does not attend for their session for reasons such as – illness and/or family holidays.
- Parents/carers are expected to contact the nursery should their child be unable to attend their session, full reasons for non-attendance must be stated, this is to cover safeguarding procedures. Failure to contact the nursery will result in the child being recorded as an unauthorised absence.

In order to provide our service to families who are in need and who may be on the waiting list, services to families may be discontinued if a child does not attend nursery for one month consecutively without prior notification of authorised absence.

Authorised absence includes:

- **Religious/cultural celebrations**
- **Court-ordered visitation**
- **Holidays**
- **Illness**

Unauthorised absence includes:

- **Any reason for a prolonged time where a specific reason is not given**
- **A child not wanting to attend pre-school**
- **Unexplained absence**

Duckling's are as flexible as practicably possible about attendance patterns to accommodate the needs of individual children and families, providing, these do not disrupt the pattern of continuity in the nursery that provides stability for all the children.

Should for any reason a parent/carer wish to remove their child from Duckling's, we do require 1 month's written notice, this also includes any changes to a child's allocated sessions. Any requests to change sessions cannot be guaranteed due to the high volume of children attending the setting.

This policy was adopted on:

Date to be reviewed:
