



## Admissions & Attendance Policy

Last reviewed: 16 September 2025

Approved by: Nursery Manager

Next review date: 15 September 2027

### Admissions

At Crossley Mill Nursery we care for up to 60 children between the ages of 3 months until 31st August after their fourth birthday.

The numbers and ages of children admitted to the nursery 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.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list, and places are offered on an availability basis.

We operate an Inclusion Equality & Diversity 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 parents.

Prior to a child attending nursery, parents must complete and sign a contract / registration forms. These forms provide the nursery with personal details relating to the child.

### Government funded places for early education (EEF)

We are registered to accept government funded places for eligible children for early learning sessions specified by the local authority. Places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child reaching the age of eligibility.

The EEF & Fees Booklet for Parents outline the funded sessions we offer. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

### Attendance

At Crossley Mill Nursery we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the Health Visiting Team, Portage or Early Help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality is in the child's best interest, and that unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed

- Foster a positive attitude to good attendance by quickly responding to children's absence

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances.

### **Monitoring attendance**

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.

### **Attendance Procedures**

1. We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the Nursery the same day, so the Nursery Management are able to account for a child's absence.
2. If a child is absent and we are informed of their reason for absence this will be recorded on the register
3. We will maintain a record if a child is absent without notification or for a prolonged period of time
4. If a child is absent without an explanation and has not arrived at nursery by 10.00am, (or by 2.00pm for afternoon sessions), contact will be made to the main carer to establish the reason for the absence via priority and secondary numbers, e.g. home and work, to ensure the child is safe and healthy.
5. If no contact is made, then we will contact any second main carer, and if no response, contact the emergency contact numbers.
6. If contact cannot be established, then we contact an external agency to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities, in order for them to investigate further. In more urgent cases, the police may be contacted to carry out a welfare check.
7. In other circumstances, we will use our professional judgement to decide whether a child's absence should be considered as prolonged or a concern.
8. Where a child is part of a Child Protection Plan, or during a referral process, any absences will immediately be reported to the Local Authority Children's Social Care Team to ensure the child remains safe and well.

Please see the EEF Attendance Policy for information on attendance requirements for parents/carers who are in receipt of EEF funding.

### **Changes to sessions**

Child places are allocated to the same sessions each week. Sessions can only be exchanged on a permanent basis at the discretion of the Nursery Manager.

Requests for occasional extra sessions should be referred to the Nursery Manager. Please note that payment must be made in respect of these extra sessions, even if your child fails to attend, unless at least 24 hours extra cancellation notice is given.

Children already attending nursery will have priority for permanent additional sessions over new children.

In order to ensure that a child's place is reserved parents/carers are required to pay for all booked sessions in advance. Payment is still required if a child does not attend a session through illness or family holidays etc. No fees are due in respect of days where the nursery is closed e.g. Bank Holidays.

### **Period of Notice**

If you decide to withdraw your child from the nursery, we require four weeks prior notice of discontinuation of the child's place at a nursery in writing. During this notice period the fees should be paid as usual.

If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information.