# Issue 2

Review Date: May 2022

Attendance Policy

All children attending Kaleidoscope nursery are requested to attend on a regular basis, this is to benefit the children’s learning and development as well as consistency of care.

If your child is absent please ring the nursery before 9 a.m, this is to ensure that we are aware in advance of any absences and allows us to organise our daily activities, including numbers for lunch/snacks

All funded children are expected to have an attendance rate of 85% or above, if attendance falls below this level, then nursery staff will offer their support/advice to increase attendance levels. If attendance consistently falls below this level without reasonable excuse then you may risk losing your child’s funded place. Any concerns regarding attendance will be recorded on a concerns form and filed away in the office. The place will be reviewed, and the child’s hours maybe reduced or the contract terminated, and your child’s place offered to someone else on our waiting list.

If your child is absent from nursery and no phone call has been made then a courtesy phone call will take place offering support and advice if needed.