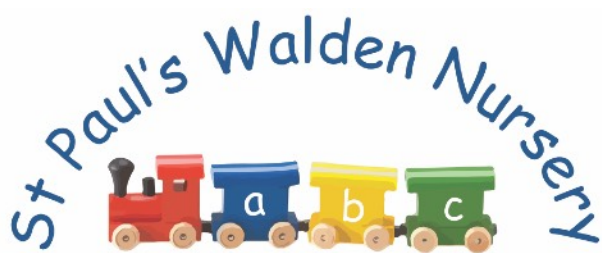


Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.



10.3 Children's Attendance

Policy statement

It is our intention to make sure our children and families are safeguarded. This is done by supporting and promoting communication. We work with families as a two-way partnership through their nursery journey to ensure communication is positive and effective.

Procedures

- We ensure that children are counted each morning on arrival and marked in on our register
- We ensure that information is accessible to all practitioners working with the children
- We ask parents/carers to notify us of any absences
- If any child is expected but recorded as absent their parent/carer will be contacted by 10am on the day of their session if the nursery has not been contacted
- If the absence is prolonged this is reported to the local authority
- We hold two additional contact information for the children in our care to contact in emergencies
- Our setting will record absences and monitor absences where necessary.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
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This policy was adopted by	ST PAULS WALDEN NURSERY	<i>(name of provider)</i>
On	MAY 2025	<i>(date)</i>
Date to be reviewed	MAY 2026	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair, director or owner)		