

Attendance Policy & Procedure

**"Educating the mind without educating the heart is no education at all"-
Aristotle**

Best Family Childcare Ltd. Nursery operates from 138, Chapeltown Road, LS7 4EE; Monday-Friday 7:30am-6:00pm. Children accessing the Enriched Childcare Package are required to attend for a minimum of 2-days a week, and one of these days **must** include either a **Monday** or **Friday**. If you require your child to attend for **more than 2-days a week**; one of these days **must still include a Monday or a Friday**.

Children are supported in care between the hours of 7:30am-6:00pm, and it is the Parent's discretion at what time their child will access the Nursery provision. Children will not be welcomed onto site prior to 7:30am. Children who are collected later than 6:00pm will incur a late collection fee. Furthermore, necessary actions may be taken when following the Late Collection Policy & Procedure.

Safeguarding your child is our priority and is pivotal to our partnership role with your family. We expect Parents to make Nursery aware of any absences from your Child's attendance pattern. If Parents have not made contact by 10am one of our Safeguarding Leads will contact the named emergency contacts for your child. If contact cannot be made and there have been no prior communications, Safeguarding measures may be actioned including a home visit.

If your child is absent from Nursery; please ensure that you communicate via:

- A message by Famly (our parent and family communication portal)
- A telephone call to the number: 0113262 6054
- An email to the Nursery: contact@bestchildcare.co.uk
- Communicate with a Nurturer at drop off's/ collection if you have a planned absence such as family holiday.

Attendance Procedures for Children & Families in receipt of Funding

- If your child is in receipt of 15-hours government funding; they must attend for 2-days a week
- If your child is in receipt of 30-hours government funding; they must attend for 3-days a week

Please be kindly advised: we do not offer part-time places for the funded hours.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 st December 2024	A.B.	1 st December 2026