



**Starfish**  
Nursery

# **Attendance Procedures 2020/2021**

## **Autumn Term:**

**Thursday 10th September to Friday 18th December 2020**

**Half Term: Monday 26th October to Friday 30th October 2020**

## **Spring Term:**

**Monday 4th January to Thursday 1st April 2021**

**Half Term: Monday 15th February - Friday 19th February 2021**

## **Summer Term:**

**Monday 19th April to Friday 23rd July 2021**

**Half Term: Monday 31st May - Friday 4th June 2021**

## **NB: IMPORTANT—NEW CHANGE**

**Children will now finish Nursery at the end of EACH term at 1.30pm**

## **Staff Training Days (School & Nursery Closed for Pupils):**

**Thursday 3rd and Friday 4th September 2020**

**Monday 7th, Tuesday 8th and Wednesday 9th September 2020**

## **Absence Line: 01202 778181 (Main School Line)**

### **Press Option 1 — 24 hours a day**

**Please leave child's full name, class (Nursery) and reason for absence,  
e.g sickness bug, high temperature or other contagious illness**

**You must call every day that your child is not well enough to attend**

## **Attendance**

At Starfish Nursery we want to work with parents and carers to ensure all our children achieve their potential. Regular attendance at Nursery helps to achieve this. Although there are no expectations listed by Department of Education for children to attend a Nursery, we believe once your child turns 4 a regular pattern of attendance helps prepare your child for school.

## **Absence**

If your child is not well enough to attend Nursery, please telephone on 01202 778181 and speak to someone in the office or Nursery or you can leave a message on the main school Absence line, the absence line is available 24 hours a day. Alternatively you can email on [sgia@stanleygreen.co.uk](mailto:sgia@stanleygreen.co.uk) or send a message to the Nursery via Tapestry.

If your child is absent due to Sickness/Diarrhoea they must remain off Nursery until they are 48hrs clear from their last episode. If you are unsure regarding other childhood illnesses please see the Nursery website for further information or telephone the school office for advice.

## **Holiday — Absence in term time**

If you decide to take your child out of Nursery for a family holiday please complete an 'Absence Notification' form which can be obtained from the Nursery. All fees will still be charged in conjunction with our Booking, Fee and Payment Policy within our Admission form. If funded hours please read the BCP Early Education Funding sheet.

## **Lateness**

The gates open at 9.00am for the morning session and 12.00pm for the afternoon session. We ask that you arrive and collect promptly. Due to safeguarding the gates/doors are shut promptly after arrival of children. Children arriving after their start time will then need to ring the bell or bring their child to the school office entrance where they will be taken through to the Nursery. Late pickup fees apply, please see section 14 on the Booking, Fee and Payment Policy within our Admission form.

## **Appointments during the day**

Please avoid arranging appointments for your child during the Nursery day. However, we appreciate that this is not always possible especially with hospital and specialist appointments. Please notify the Nursery if you need to collect your child early from the Nursery.

## **Medication**

If your child has prescribed medication from their doctor and is well enough to return to Nursery before the course has finished we are able to administer the medicine in Nursery. A signed form will need to be completed by a parent/carer. We are unable to administer normal paracetamol etc. unless it has been prescribed by a doctor. If your child is asthmatic and requires an inhaler, please provide one to keep in Nursery in a sealed plastic container with your child's name. A signed form will need to be completed by a parent/carer.