



## Attendance Policy

At Magic Years Nursery, we believe that children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment. The views good attendance as vitally important for the learning and well-being of children.

We aim to work in cooperation with parents to ensure that children attend nursery regularly and to provide a safe, comforting routine conducive to the children's learning.

If your child is booked in for a full day, they must be at the nursery by no later than 9.00am, you are allowed to take your child home at any time however, if they are leaving earlier than usual, please inform the staff members in the room.

It is important for you to inform us if your child will come in late, as activities will be disrupted and your child may miss out on doing special activities. If we are informed in advance, we are able to make arrangement to adjust our activities times.

If your child will not be attending the nursery on their schedule day, you must inform the nursery as to why the child will be off, this information will be kept confidential.

All our children are required to have a good attendance, as this will reflect on their progress and development later when they will join school.

For funded children, those doing 15&30 hours, we only run the hours term time, for the rest of the year the parents can pay full cost for the remaining weeks.

For all funded children, if we do not receive a notification from the family or the family cannot be contacted within 10 days of child's last day of attendance, the child loses the place in the nursery.

For all payable children, you can take your child on holiday, paying full monthly fees, but you will be asked to inform us about the days your child will be off from nursery. If you decide to withdraw your child from nursery without notifying us, you will lose your deposit.

If you miss payment for a month, without informing/discussing with us about your financial difficulties, we reserve the right to remove your child's place and you will also lose the place. If you experience financial difficulties, please approach the management team, to arrange a support plan for you to be able to pay outstanding fees and for your child to keep the place in nursery.

Working parents can access the 30 hours, accessing <https://www.gov.uk/30-hours-free-childcare>, where you will be given a code starting with 500..., which you have to bring to us but no later than 31Dec for Jan start, 31<sup>st</sup> March for April start or 31<sup>st</sup> August for September start, any day after these days, you will have to wait for the next term to access the 30 hours funded but you can use our services paying our daily/weekly/monthly rates until your code comes accessible.

Also, if you are interested to access the funded hours only and you are looking to register your child when is 4 to 6 weeks before the term finishes, we reserve the right to only register the child to start the following term, due to the disruption in child's settling and accommodation period in our setting.

If you want to top up to the funded hours by paying for additional hours and the child will attend the nursery all year round then you can register at any time.

Parents can contact us at any time for any clarification.

