



Introduction to policy

Burgh Wood Montessori Nursery School and The Orchard Nursery School (*hereafter the "Nursery School(s)"*) recognise the importance for a child to regularly attend a Nursery School(s) to positively impact their learning. Therefore, the Nursery School(s) encourage regular attendance for all children by offering a stimulating environment.

Summary of procedures

Registration Process

The Nursery School(s) registration process requires that a Parents/Guardian provide the following information in the Registration Form:

1. Home address, home and mobile telephone numbers (if the Parent/Guardian does not have a home telephone number, an alternative emergency contact number must be given).
2. Place of work address and telephone number (if applicable).
3. Names, addresses and telephone numbers of adults who are authorised by a Parent/Guardian to collect their child from the Nursery School(s), e.g., a child minder or grandparent.
4. Information about any person who does not have legal access to their child.

Non Attendance

It is the responsibility of the Parent/Guardian to advise the respective Nursery School if a child will not be attending a session due to illness. It is requested that a Parent/Guardian inform the respective Nursery School prior to 08:30 on the first day and each consecutive day of illness so that the school register can be updated appropriately.

If a Parent/Guardian knows that a child is going to be absent through illness, please telephone the respective Nursery School on 07738 205080 (for Burgh Wood Montessori Nursery School) and 07976 386253 (for The Orchard Nursery School).

If the respective Nursery School has not heard from the Parent/Guardian by 09:30 on the first day of absence, the Principal and/or Deputy Manager will attempt to make contact with the Parent/Guardian to ascertain the reason for absence.

If the Principal and/or Deputy Manager cannot make contact with the Parent/Guardian and attempts have been made to communicate with all emergency contacts, and if the Principal and/or Deputy Manager have concerns regarding the welfare of a child, they will follow the procedures set out in the Safeguarding and Child Protection Policy, which may include requesting a Welfare Check to be carried out on the address of a child. All reasons for absences will be internally recorded for auditing purposes.

It is the responsibility of the Parent/Guardian to inform the respective Nursery School of any planned holiday or day out in writing.

Regrettably, refunds and/or credits cannot be given for a session where a child does not attend due to sickness or holiday. Where possible, the Nurseries will seek to accommodate the infrequent exchange of sessions where prior notice is provided by a Parent/Guardian.

The Principal will inform the Early Years Free Entitlement ("EYFE") team when a child is absent for more than two consecutive weeks (where applicable). In the event that a child is absent from the respective Nursery School for more than two consecutive weeks, and the EYFE team has requested their respective funding to be returned, a Parent/Guardian will become liable for paying fees during their child's absence.



Non Collection

It is the responsibility of the Parent/Guardian to inform the respective Nursery School if you or an agreed individual will be arriving late to pick up a child. The most effective method of communication to inform the respective Nursery School of a late arrival is by calling 07738 205080 (for Burgh Wood Montessori Nursery School) and 07976 386253 (for The Orchard Nursery School) or sending an email to enquiries@burghwoodmontessori.com.

It is the responsibility of the Parent/Guardian to inform the respective Nursery School if someone other than the Parent/Guardian will be dropping off or picking up a child. A Parent/Guardian must submit in writing permission for a child to be picked up by an individual who is not authorised on the Nursery School Registration form, and photographic identity must be provided by this person at pick up time.

In the event that a child is not collected by a Parent/Guardian or authorised adult, the respective Nursery School will ensure that a child receives the highest standard of care and follow the following procedures:

1. The respective Nursery School will check the daily diary to ensure that no information has been left with regard to the collection of a child.
2. The respective Nursery School will contact the Parent/Guardian using the recorded contact numbers and email address, including the designated emergency contact persons.
3. If a child has not been collected after 30 minutes, and no contact has been made by a Parent/Guardian or authorised adult, the respective Nursery School will contact the Local Authority Social Services Department (South-East Hub) on 0300 123 1620.
4. A child will be cared for by two members of the teaching team at the respective Nursery School until they are safely collected either by a Parent/Guardian, and authorised adult, or by a social worker.
5. In the event that Social Services or the Police are involved in the matter, the Principal or Deputy Manager will draft a written report of the incident and Ofsted will be informed.

Unforeseen Closure

Parents/Guardian(s) will be notified at the earliest opportunity by email in the event that one or both of the Nurseries have to be closed due to adverse weather, a health & safety issue or widespread illness.

In the event of unforeseen circumstances, such as a power failure or heavy snow, Parents/Guardians will be notified of any closure via email, telephone contact and the respective Nursery School website.

Useful numbers

Local Authority Social Services Department:

South East Hub: 0300 123 1620