



Nottingham Nursery School & Training Centre

Arrivals and Departures Policy

March 2017

Our School will give a warm and friendly welcome to each child and parent on arrival and ensure that the children depart safely at the end of each session.

Arrivals

On arrival, parents sign the time their child arrives on Reception, and in the classroom a member of staff will record the child's attendance in the daily register. The register marks are recorded on SIMS electronically so attendance can be monitored.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. In the event that someone else should arrive without prior knowledge, the School will telephone the parent/carer immediately. If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children Policy will be activated, and/or the parent will be charged a 'late collection' fee (currently £5 for each half hour).

On departure parents will be informed of any first aid administered or any incidents of success or concern by their key person.

Parents sign the time of leaving on the signing in sheets in Reception.

Absences

If a child is going to be absent from a session, parents must indicate this to the Nursery in advance. Leave of absence forms must be completed by the parent for planned absences. If a child is absent without explanation, staff will contact the parents/carers to try to ascertain the reasons behind this. All absences are chased for an explanation and recorded.

This policy will be reviewed every 3 years.