

Arrivals, Departures and Attendance Policy



Kids2day Pre-School recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager and staff will ensure that an accurate record is kept of all children in the Pre-School, and that any arrivals or departures are recorded in the register and Ovivio register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at the Pre-School and will record the child's attendance in the daily register straightaway, including the time of arrival. Children will also self-register themselves with the support of staff. Staff will check with adults dropping off who will be collecting later. If an Unknown adult is due to collect, **Unknown adult Form** must be completed and all staff made aware.

Departures

- Staff will ensure that children are signed out as they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Pre-School in advance, and will be advised to send a photograph if possible of the unknown person via Whats app. The unknown person must also bring photographic identification (e.g. driving licence or passport) and know the password. If the manager has any concerns regarding the person collecting they will contact the main parent or carer for confirmation.
- The parent or carer must notify the Pre-School if they will be late collecting their child. If the setting is not informed, the **Uncollected Children** policy will be followed.
- Children will not be allowed to leave the Pre-School unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify the Pre-School in advance (this can be done via Ovivio, email or telephone). All absences are recorded and reasons for absence.
- If a child is absent without explanation, staff will contact the parents or carers to check where the child is and reason for absence and recorded. Unexplained absences will be monitored. If staff still have concerns about the child's whereabouts after attempts to contact the parents, the manager/DSL will contact Children's Services.

- The Pre-School will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: Kids2Day Pre-School	Date: 09.02.26
To be reviewed: Feb 2027	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025)*:
*Safeguarding and Welfare Requirements: safeguarding policies and procedures [3.4 - 3.6] child
absences [3.11-3.12], and Information and records [3.92 - 3.95]*