



# The Early Years Centre Nursery Arrival, Departure & Attendance Policy

2024 - 25

**Date last reviewed** | June 2024

**Review period** | Annually

**Lead Reviewer(s)** | Nursery Manager



***“Empowering today,  
for a limitless tomorrow.”***



**Limitless  
Learning**



**Limitless  
Solutions**



**Limitless  
Possibilities**

## **1. Introduction**

At GEMS Wellington Academy Al Khail, we are committed to providing a warm, welcoming and safe arrival and departure from the school. The Nursery team conducts daily touch-base chats with families and carers to collaborate and support positive arrival and departure procedures. The wellbeing of all children in the Nursery is at the heart of every pick-up and drop-off.

## **2. Aims and Objectives**

These guidelines aim:

- To provide guidance and reassurance to staff and parents.
- To ensure the safety and well-being of all children in the Nursery.
- To ensure that there is a consistent and safe approach from all teaching staff in the Nursery.

## **3. Arrival Procedures**

- All staff will read each child’s induction profile and be aware of drop off and pick up times.
- The Nursery Manager will maintain a live and hard copy registration record that the Nursery team will continuously update.



- Parents of Nursery students will use the Nursery main entrance for drop offs during the designated drop off times. Children should arrive by 7.50am, with doors closing at 8.00 am.
- The teaching team will welcome children every morning and touch base with the parents/carers to exchange information about the wellbeing of the child.
- Only registered parents/carers, showing a yellow lanyard, are permitted.
- Each child has their designated cubby with their name & photo sticker.
- Parents assist their child in taking off their shoes and placing their snack and lunch boxes in the child's tray and take it to their class trolley. Children should be encouraged to follow this routine as independently as possible. Water bottles will be taken into the classrooms.
- Parents may hand over sheets/blanket to the education team. Spare clothes, nappies and wet wipes can be placed in the children's cubby. All items must be clearly labelled with the child's name.
- Parents/carers escort their child to Nursery gate but do not enter the classrooms. The education team will be present to support with this handover.
- Parents arriving late, after 8am, need to drop their child to the Primary Reception where a staff member will pass on the information that the child arrived to the Nursery team. As soon as ratios/activities allow, one staff member will pick up the child from reception. Late coming will be noted and after three late arrivals, the child's key teacher/Nursery manager, will address this concern with the parents.

#### **4. Registration Procedures**

- The teaching team is responsible to ensure that an accurate record is kept of all children in their care by completing the live sheet before 8.00am and recording a hard copy register displayed in the Nursery.
- The class register will be placed inside the class fire folder and placed at the entrance of the classroom. This will be taken wherever the children go within the school (outdoor play, library, community hub).
- Staff will complete regular head counts throughout the day.
- The Nursery team will update the hard copy accordingly in line with the different arrivals and departures.

#### **5. Absence Management**

- If a child is absent, the teacher will reach out to parents via Seesaw to inquire if the child is well and when the Nursery can expect their return.



- If a child is absent for ten consecutive school days without any explanation and staff have made all reasonable effort to contact the parents, the school will log this as a safeguarding concern and continue to follow up with the family.
- If a child is absent for 20 consecutive days, without communication from parents, the child's details will be referred to Principal/CEO to be removed from the Nursery register.

## 6. Departure Procedures

- Parents will collect children via the main nursery entrance during their agreed pick-up times. A member of staff will be at the Nursery gate to welcome parents and hand over children providing important information about the wellbeing and quick updates about their learning.
  - **12:30 pick-up** – doors are open from 12:20-12:40
  - Children with siblings in FS **1.30 pick-up** – doors open 1:20-1:40
  - **3pm pick up** – doors are open from 2:40-3:00pm
  - **4pm pick-ups** – parents pick up using the doorbell.
- Children using the bus service will be brought to the Nursery by the bus attendant. A member of the Nursery Team will receive and welcome the child and support with the daily routine during arrivals. For their departure, a member of the Nursery Team will accompany the children to the bus and hand over each child to the assigned bus attendant. The key teachers of children using the bus service, will contact parents monthly by phone for a touch base talk and ensure regular feedback is given via Seesaw.
- 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 person nominated to collect a child must be one of those named in writing/verbally from the parent. Only nominated persons, (18 years and above), will be authorised to collect children. In exceptional circumstances, we may grant permission for children to be collected by an older sibling (14+ years) but this would be with written parental consent.
- In the event that someone else should arrive without prior arrangement, a Nursery Staff member will telephone the parent/carer for permission to release the child into their care.
- 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, late coming will be noted and parents will be called after 15 minutes to ask about the circumstances (e.g. emergency, etc.). After three late pick-ups, the child's key teacher/Nursery manager, will address this concern with the parents. (Note: On Fridays, children who are not collected on time will be taken to the Primary Reception.)
- Regular and repeated late collections may result in the child being removed from the Nursery register.