FARLEIGH

4.01 ATTENDANCE AND REGISTRATION

This policy applies to:	Pupils / Staff ~~/ Visitors /~~ Parents ~~/ All~~ Prep / Pre-Prep / Kindergarten / Nursery Day / Boarding
Person(s) responsible: Last updated: Review period: Next review:	Head of Prep, Attendance Champion and Pastoral Leads, Nursery Manager November 2026 12 months September 2027
This policy should be read in conjunction with:	2.01 Child Protection and Safeguarding Policy 2.07 Missing Child Policy 2.08 Data Protection Policy 3.03 Learning Support and SEND Policy 3.15 Sports Policy 4.02 Security and Supervision of Pupils (including EYFS) 4.04 Behaviour Policy *In addition to the Working Together to Improve School Attendance document; the 'Parent Contract' and any specific Risk Assessments for Pupil Welfare and/or Remote Education Plan (where applicable)*
Important contact details:	Attendance Champion: **Amy Jago** ajago@farleighschool.com Pastoral Leads: preppastoral@farleighschool.com School Office: 01264 710766 office@farleighschool.com
The Nursery-specific policies for the Registered Setting are at Annex B and Annex C	

1. Aims

Farleigh School is committed to promoting excellent attendance and punctuality for all pupils. We recognise that regular attendance is fundamental to children's educational achievement, wellbeing, safeguarding and personal development. This policy is designed to address the specific statutory obligations on the School to record attendance and absence[1] and is published on the school's website. It is also sent to parents when pupils join the school and when the policy is updated.

The aims of this policy are:

- To promote a positive whole school culture where attendance is valued and expected.
- To enable all pupils to access educational, pastoral and wider opportunities offered by the school.
- To identify attendance concerns at an early stage and provide timely support.
- To work proactively with pupils and families where barriers to attendance arise.
- To reduce absence and prevent children becoming Children Missing in Education (CME)
- To ensure attendance procedures support safeguarding and child protection responsibilities
- To comply with current legislation and statutory guidance relating to school attendance.

[1] Education (Independent School Standards) Regulations 2014; National minimum standards for boarding schools (Department for Education (DfE), May 2026); EYFS statutory framework for group and school-based providers (DfE, September 2026); Education and Skills Act 2008; Sponsorship Duties (UKVI, May 2025); The School Attendance (Pupil Registration) (England) Regulations 2024; Equality Act 2010; and Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025 (together referred to as data protection laws').

2. The Importance of Attendance

Farleigh School recognises that regular attendance is closely linked to:

- Academic progress and attainment
- Emotional Wellbeing.
- Positive relationships with staff and peers.
- Participation in wider school life.
- Safeguarding and child protection.

The school promotes high expectations for attendance and punctuality and works in partnership with parents to ensure that every pupil benefits fully from school life.

Attendance concerns are addressed in a supportive and proactive manner, with a focus on identifying and removing barriers before they become entrenched.

3. Responsibilities

The **Governors** have overall responsibility for attendance and recognise that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to as the **Attendance Champion**.

The **Attendance Champion** has strategic responsibility for attendance across the school and will:

- Analyse attendance data and trends and share these as appropriate.
- Identify pupils at risk of persistent absence.
- Coordinate attendance interventions, alongside other key staff.
- Liaise with parents and external agencies where appropriate.
- Monitor compliance with attendance regulations and guidance.
- Report attendance concerns and trends to senior leaders and the DSL team.

The **Pastoral Leads** will:

- Support Pupils whose attendance gives cause for concern.
- Work collaboratively with families to identify and overcome barriers to attendance.
- Support reintegration following periods of absence.
- Liaise with the safeguarding team where attendance concerns may indicate wider welfare concerns.

Teaching Staff and Form Takers – all staff share responsibility for promoting positive attendance and punctuality, and are expected to:

- Complete registers accurately and promptly
- Follow up unexplained absences
- Monitor patterns of absence and lateness
- Escalate concerns appropriately
- Encourage positive attendance habits
- Communicate attendance concerns to relevant pastoral staff and the Attendance Champion.

Attendance Monitoring

Attendance data is monitored regularly and includes patterns and trends. Any concerns that are identified will be dealt with in accordance with this policy. Attendance monitoring forms a key part of Farleigh School's safeguarding arrangements.

Registration – Core Times

4. The core points in the school day when registration will be undertaken on iSAMS are as follows:

a. **EYFS/Pre-Prep**.

- Morning – between 08.15 and 08.35 (09.00 for Kindergarten).
- Lunchtime – between 13.00 and 13.15.
- Afternoon Sign Out – between 15.30 and 15.45.

b. **Prep**.

- Morning – between 08.15 and 08.30 (08.45 to 09.00 on Saturdays).
- Lunchtime – between 13.30 and 13.45 (12.00 and 12.20 on Wednesdays and Saturdays).
- Afternoon Sign Out – between 16.45 and 17.00.

c. **Activities and Boarding**. Further registers are taken for both early and late Activity/Prep slots, for Supper and for entry into Boarding.

Prep – Policy for Registration

5. Prep School Form Takers register all Forms electronically between 08.15 and 08.30 (Saturday between 08.45 and 09.00). In the event a student is absent without explanation, an 'N' code should be recorded in the first instance and updated with the appropriate symbol when the reason for absence is known. Form Takers forgetting to register are chased up asap by the Office Staff. At 09.00 (should this say 08.45??) (09.15 on Sat) the registers close and a report will be generated through iSAMS by the school office providing a list of all students still yet to have a reason for absence provided. These absences will then be followed up by the office staff, contacting parents if necessary, in order to provide the reason for absence. The code is updated on iSAMS to reflect the nature of their absence. Any difficulties to be reported to Head of Prep, Attendance Champion or the Pastoral Leads, and if required the Missing Child procedure should be implemented in accordance with 2.7 Missing Child Policy.

6. A second compliance registration is taken at lunchtime between 13.00 and 13.15 for the EYFS and Pre-Prep, and between 13.30 and 13.45 for the Prep (12.00 and 12.20 on Wednesdays and Saturdays).

7. On Monday, Tuesday, Thursday and Friday all forms are signed out at 16.45. At Exeat weekends and half term breaks pupils are signed out at 15.30 and on selected occasions such as at the end of term sign out may take place at mid-day). Boarders must also sign out with their form takers. The pupils are signed up and registered for each prep/activity that follow the Afternoon Sign Out using Involve.

8. Where a pupil attends an activity directly after sign out, responsibility transfers to the member of staff running that activity. Registers are provided for all after school activities, including prep. Children not collected from the activity must be taken to matron or boarding staff in the dining room by the activity taker so that they are supervised until collection. If there is no response from the parents, arrangements will be made for pupils to join the boarders.

9. The 3.15 Sports Policy describes how sign out registration is covered on match days. On these days, pupils not involved in matches and pupils in Year 3 and 4 are signed out at 15.30 after Activities.

10. **Missing Child**. If a child does not turn up at 16.45 for sign out, then it is the lead responsibility of the member of staff completing the register to find the pupil concerned by checking possible locations or, if necessary, phone home/mobile. In conjunction with the SMT duty staff member (duty rota is available on the noticeboard in the staff room), consideration is to be given to enacting the 2.7 Missing Child Policy. Repeated unexplained failure to attend sign out may result in sanctions, following a warning, where appropriate and in line with the Behaviour Policy (link needed)

11. **Uncontactable Parent**. If the parent/guardian is uncontactable and a message has been left, then the SMT duty staff member must be informed, in person or by mobile phone. The child should be taken to Matron, where parents/guardians will be contacted again. If this is still not successful, the child's emergency contacts will be called. Any children remaining in the dining room or unaccounted for by 18.30 will become the responsibility of the duty Matron. A record will be kept of persistent late collections and recorded as a safeguarding concern on CPOMS. If there are concerns about a child's welfare, the DSL team will refer this on to Children's Services.

12. The 4.02 Security and Supervision of Pupils Policy contains additional procedures relating to when a child is not picked up for an Exeat or holiday.

Signing in/out during the school day

13. If there is reason for a pupil to leave or return to school outside of the regular registration periods, they should sign out at Main Reception. Permission for such absence should be sought in advance. Reception staff will:

- Ensure pupil departures are recorded in the sign-out book and update iSAMS/Involve as appropriate.
- Record a pupil's return where necessary.

EYFS and Pre-Prep – Policy for Registration

14. Pre-Prep class teachers (including the Kindergarten) register their class electronically before 09.00 each morning and at 13.00 in the afternoon. Parents are telephoned at 09.15 by the School Office if we have not had a message as to why the child is absent.

15. At the end of the Pre-Prep school day at 15.30 any children who have not been collected are taken to the Pre-Prep Hall where registers are taken for activities and Late Club. All children are recorded on one of the registers. When a child is collected from either Late Club or an activity the staff member who is taking the club crosses the child's name off on the register.

16. At the end of the Pre-Prep School Day or at pick up after a club, children will only be dismissed to their parent or another adult if written confirmation has been given to the class teacher or Head of Pre-Prep in advance.

17. The attendance policy for the Nursery (operating 50 weeks of the year) is at **Annex B**, and it registers children in accordance with **Annex C**.

Actions by Parents

18. **Late Arrival**. Any pupils arriving at school after 08.15 must report to Reception for registering with the School Office, who will update iSAMS and inform the Form Taker that the pupil has arrived.

19. **Unplanned Absence on the Day**.

a. **EYFS/Pre-Prep**. Parents are asked to use the '**Sickness Reporting Form**' on Involve (**and** email the class teacher and Head of Pre-Prep if their child is absent).

b. **Prep**. Parents are asked to use the '**Sickness Reporting Form**' on Involve.

20. **Planned Absence**. Any rrequests for future planned absences should be made using the '**Future Absence Form**' on Involve which will then be considered by the Headmaster and the Head of Pre-Prep for EYFS/Pre-Prep children.

Authorised and Unauthorised Absence

21. An **authorised** absence is one approved by the school or supported by a satisfactory explanation. Examples include:

- Genuine Illness
- Medical Appointments
- Religious Observance
- Exceptional circumstances authorised by the Headmaster

An **unauthorised** absence includes:

- Absence without explanation
- Absence not approved by the school
- Holidays taken without permission
- Persistent and unexplained lateness after the registers have closed.

The Headmaster will only authorise absence during term time in exceptional circumstances.

Additional Needs and Attendance Support

22. Farleigh School recognises that some pupils may face additional barriers to attendance. Therefore, the school will work in partnership with parents, pupils and external professionals where attendance difficulties arise as a result of:

- SEND
- Disability
- Medical Conditions
- Mental Health needs
- Family Circumstances
- Safeguarding Concerns

Reasonable adjustments will be considered where appropriate. Where attendance concerns relate to an Educational, Health and Care Plan (EHCP), the school will work closely with families and relevant professionals to ensure suitable support is in place.

Mental Health and Attendance

23. The school recognises that emotional wellbeing and mental health may impact attendance. Where attendance difficulties are linked to anxiety, emotional wellbeing or mental health, the school will seek to:

- Understand the barriers to attendance
- Work collaboratively with pupils and families
- Provide pastoral support
- Liaise with healthcare professionals where appropriate
- Develop plans to support successful reintegration to school.

Children Missing Education (CME)

24. When a child leaves, or is withdrawn from school, a proforma will be sent to the child's new school indicating whether there are Safeguarding/Child Protection concerns and any Child Protection records will be forwarded by 'signed for' delivery, email or via CPOMS. Receipt of delivery is recorded by the Designated Safeguarding Lead.

25. The school also makes a request that former schools forward safeguarding information on the new starters. The Head of Pre-Prep contacts the former school as part of the transfer protocol and will determine during this conversation if there are any safeguarding concerns for Pre-Prep children.

26. Whenever there is a leaver or a new starter, the school will report to the CME named person for Hampshire Local Authority (HLA) giving the following information:

- Child's full name
- Start date for new starters/Leave date for leavers
- Form/Year
- DOB
- Gender
- Parents' names and contact details (address, plus phone number and/or email)
- Previous school for new starters/Destination school for Leavers
- This school's address and a contact at this school

27. Until HLA have a means/portal for safe transfer of information, the above information is sent via a password protected document.

28. School attendance registers are carefully monitored to identify any trends. This is regularly done by the Office Staff and Attendance Champion, but in the first instance this would be recognised by the Form Takers and raised to the Heads of Year and Attendance Champion. The School will inform the CME named person for HLA, and the local authority where the child is normally resident, of any pupil who fails to attend school regularly without cause or reason, or the school has suspicions regarding the explanation, or when a child has been absent without the School's permission for a continuous period of 10 school days or more or a pupil has been absent due to illness for fifteen consecutive or non-consecutive school days or more.

29. The School Attendance (Pupil Registration) (England) Regulations 2024, which came into force on 19 August 2024, provide a strong statutory steer that being absent on the grounds of being on holiday will be relevant to whether there has been a failure by a non-boarding pupil to attend the school regularly (which is something that must be included in a return to the local authority). Accordingly, the Head will only authorise a child to be on holiday during term time in exceptional circumstances.

30. If a Tier 4 sponsored pupil is absent for 10 days consecutively or has <80% attendance, then UK Visas & Immigration will also be informed.

Deleting a Child's Name from the Register

31. If a child's name is removed from the school register for a specific reason, for example, permanent exclusion, home education, medical reasons or when the child is in custody for four months, Farleigh will inform the Local Authority (where the child is resident). This must happen before the name is deleted.

Remote Education

32. In limited and exceptional circumstances, the school may provide remote learning opportunities for pupils who are unable to attend school but remain well enough to engage with education. Remote learning does not alter attendance coding requirements and pupils will continue to be recorded using the appropriate attendance codes. Any remote provision will support reintegration into full-time attendance wherever possible.

Training

33. An understanding of attendance forms an important part of the School's Safeguarding culture and therefore, relevant staff may receive training relating to attendance monitoring and procedures, registration requirements, Children Missing Education, Safeguarding linked to attendance and current legislation.

Information Sharing

34. Attendance information may be shared, where lawful and appropriate, with:

- Local Authorities.
- Children's Services.
- Social Workers.
- Health Professionals.
- Police.
- Other educational establishments.

Information sharing will always be undertaken in accordance with safeguarding responsibilities and data protection legislation.

Record Keeping and Data Protection

35. Attendance records are maintained electronically through school management systems, namely iSAMS. Attendance information is:

- Treated as confidential.
- Stored securely.
- Is processed in accordance with UK GDPR and Data Protection Legislation.
- Is retained in line with statutory requirements.
- May be used for attendance monitoring, safeguarding and welfare purposes.

Confidential attendance information may be shared, where appropriate, with staff who need to be aware in order to safeguard and support a pupil and their family. Relevant information should be recorded securely on CPOMS.

Attendance Codes, Descriptions and Meanings

36. The School uses the national attendance and absence codes established under the School Attendance (Pupil Registration, England) Regulations 2024 and any subsequent amendments. All staff responsible for maintaining attendance records must ensure attendance is coded accurately and consistently in accordance with statutory guidance.

Annex A – **Attendance Codes**

Blue - Nature of Absence needs to be recorded; Red - New or replacement codes

Codes	Pupil Attendance Codes
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity *(Where schools use code B, they must also record the nature of the educational activity in the Nature of Absence area)*
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
I	Unable to attend because of sickness
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014) *(Where schools use code K, they must also record the nature of the educational activity in the Nature of Absence area)*
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause *(Where schools use code Y7, they must also record the nature of the unavoidable cause in the Nature of Absence area)*
Z	Pupil's name entered in advance of start date
#	Planned whole school closure – no session to take place

Annex B – Nursery Attendance Policy

Aim

Good attendance plays a fundamental role in supporting children's educational achievement, emotional wellbeing and safeguarding. For young children in particular, regular attendance supports the development of secure attachments, consistent routines and a strong sense of belonging within the setting. These factors are central to helping children feel safe, settled and ready to learn. Even where a child attends on a part-time basis, consistent attendance remains essential to ensure continuity of care and learning.

This policy outlines Farleigh's Registered Setting's approach to promoting and monitoring attendance, the procedures followed when a child is absent, and the steps taken to address concerns. It also explains the importance of regular attendance and the shared responsibilities between the setting and parents or carers.

Regulatory Framework

This policy is informed by and complies with the Early Years Foundation Stage Statutory Framework and reflects the setting's safeguarding duties and responsibilities in relation to children's welfare.

Promoting Good Attendance

Farleigh's Registered Setting actively promotes good attendance from the point of admission. During settling-in sessions, parents are informed of the importance of regular attendance, the structure of the day, and key learning and care periods. Clear expectations are established regarding attendance and punctuality, alongside guidance on how parents should notify the setting of absence.

Parents and carers are consistently reminded that regular attendance is in the best interests of the child and supports their learning, development and wellbeing. The setting also makes clear that unexplained or prolonged absence will be followed up, particularly where Early Years funding is being accessed. Accurate attendance records are maintained to allow for effective monitoring, evaluation and early identification of emerging patterns. Where concerns about attendance or lateness arise, these are addressed sensitively with parents, with the aim of supporting families to establish effective routines and improve attendance.

Recognising Factors Affecting Attendance

While attendance at nursery is not statutory, the setting recognises that there may be circumstances where absence is unavoidable. Absence is generally considered authorised in situations such as illness, medical appointments, family emergencies, religious observance or planned holidays. Parents are expected to inform the Nursery on the first day of absence, or in advance where possible, and to provide relevant information so that the absence can be appropriately recorded and monitored.

The setting recognises that attendance patterns may sometimes reflect wider family pressures or difficulties and is committed to working in partnership with parents to understand and address any barriers to regular attendance.

Monitoring Attendance and Punctuality

Children's attendance and punctuality are recorded accurately and monitored on an ongoing basis. Managers and staff remain vigilant to patterns of non-attendance or lateness that may indicate safeguarding concerns or wider issues affecting a child's welfare. Although attendance in the Early Years is not compulsory, persistent non-attendance may be a sign that a child is at risk of neglect or other harm, and appropriate action will be taken in line with safeguarding procedures.

Particular attention is given to children considered more vulnerable, including those accessing funded places and those in receipt of Early Years Pupil Premium. Monitoring attendance for these groups supports early identification of concerns and ensures that funding is being used as intended to benefit the child.

Monitoring, Evaluation and Use of Attendance Data

Attendance data is regularly reviewed as part of the setting's monitoring and evaluation processes. Any concerns identified through this monitoring are discussed with parents or carers in a timely and supportive manner. Positive attendance and improvements are acknowledged and celebrated within the setting to reinforce the value placed on regular attendance.

Attendance information is also used to monitor children's health and wellbeing. Patterns of absence may highlight outbreaks of illness or infectious diseases, enabling the setting to take appropriate action and share relevant information with families. Where required, attendance data relating to funded hours may be shared with the Local Authority in line with statutory requirements.

Funded Places

Early Years funding is provided by the Local Authority and represents public funding. Farleigh's Registered Setting has a responsibility to ensure that funded places are used appropriately and in line with funding conditions. Where a funded place is consistently used for less than 75% of the booked sessions, the setting reserves the right to review the allocation of that place. In some circumstances, this may result in the place being offered to another child on the waiting list who is unable to access a funded place due to limited availability.

Before any decision is made to withdraw funding, the setting will discuss attendance concerns with parents and make every reasonable effort to work collaboratively to improve attendance. Withdrawal of funding will only be considered as a last resort where engagement and support have not led to improvement.

Procedures to Record, Monitor and Follow Up Non-Attendance

A daily register is maintained using the setting's digital management information system and children are recorded as present upon arrival. Registers are checked at the start of each session to ensure that all children are accounted for, and arrival times are logged accurately.

If a child is absent and the setting has been notified of the reason for absence, this information will be recorded accurately on Farleigh's Registered Setting's Digital Management Information System.

Where a child is absent without explanation, the setting will take prompt and proportionate action to establish the reason for absence and to ensure the child's welfare. This will include the following steps:

- A telephone call will be made to the parent's or carer's primary mobile contact number
- Where no response is received, telephone contact will be attempted with parents' or carers' workplaces, where details have been provided.
- An email communication will be sent to the parent or carer requesting contact with the setting.
- Further attempts will be made to contact other named emergency contacts, including extended family members, in order to establish the child's whereabouts.
- Where relevant, contact may be made with siblings' schools, nurseries or childminders to ascertain whether information can be shared regarding the family's circumstances or the child's whereabouts.

If contact cannot be established through the above means, a home visit may be carried out and a contact notification card left at the family address.

Where all reasonable attempts to make contact have been unsuccessful and there is ongoing concern for the child's welfare, the setting will escalate concerns by contacting the health visiting service, the child's General Practitioner and Children and Families services to determine whether additional support or intervention is required. Local Authority Children's Social Services can be contacted on 01329 225379.

In cases where concerns arise outside of normal office hours, the Emergency Duty Team will be contacted on 0300 555 1373. If there is an immediate risk of harm to the child, the Police or emergency services will be contacted by calling 999.

Next Review Date: September 2027
Person Responsible: Nursery Manager

Annex C – Nursery Register Management Policy

Aim

Farleigh's Registered Setting recognises that it is a statutory requirement to maintain a daily record of all children present on the premises. Accurate records of children's attendance are essential for multiple purposes, including ensuring the safety of children during fire evacuations, providing information required for local authority funding, supporting accurate billing, and monitoring staffing levels and ratios. All registers must be completed accurately, truthfully, and promptly. For the purposes of this policy, the term 'parent' should be understood to encompass guardians, carers, or any nominated collectors, as appropriate.

Room Registers

Room registers serve as a core tool for managing the number of children in each area of the Nursery at any given time, ensuring safety, compliance with statutory requirements, and effective day-to-day operations. These registers are maintained digitally. When children temporarily move to a different age group room, the registers should reflect this change immediately. Time stamps are automatically generated upon check-in; however, staff must ensure that these are amended if there is any delay in registering the child's arrival. The times at which children are signed in and out must be accurate and correspond precisely to their presence on the premises. Children must be recorded on the register using their full name as it appears on their birth certificate. All information held on the Management Information System (MIS) must be kept up to date by both parents and the Nursery Manager to ensure that, in the event of an emergency such as a fire, the register reflects an accurate account of children on site.

Staff Registers

All Nursery employees are required to use the online register system, to sign in and out at the beginning and end of each working day. Accurate completion of these records is mandatory, and the management team will monitor compliance to ensure all staff adhere to this policy. Staff registers are essential not only for safeguarding and payroll purposes but also to confirm that sufficient personnel are present to maintain appropriate child-to-staff ratios at all times.

Additional Considerations for Registers

Registers must always be current, accurate, and readily accessible to all staff. Staff must be fully aware of how to access registers in each room and must have clear knowledge of the number of children in their care at all times. During shift changes, detailed information regarding the number of children and their current locations must be passed on to incoming staff to ensure the continuity of care. Staff are responsible for maintaining awareness of staffing ratios and must promptly report any issues to the management team.

Staff deployment must reflect the movements of children throughout the Nursery. Frequent informal headcounts should be conducted, particularly during transitions between rooms, outdoor play in gardens, and during peak drop-off and pick-up times. If a member of staff needs to leave a room for any reason, such as to carry out nappy changes or collect meals, they must first verify the status of the room and communicate this to their colleagues. Agency staff are not permitted to sign children in or out of the registers. In the event of a fire or other emergency, the room iPad containing the register should be taken by staff during evacuation to ensure an accurate record of all children is available.

Deployment of Staffing

The daily deployment of staff is recorded on the Deployment of Staffing sheet, which provides a clear overview of staff assignments across the Nursery. Although weekly staffing rotas are planned in advance, management recognises that staffing levels may fluctuate due to sickness, unforeseen absences, or

operational requirements. The Deployment of Staffing sheet must be completed on a daily basis and reviewed to ensure that adequate staffing levels are maintained at all times. Completed sheets are to be uploaded weekly to the Nursery Archiving file for record-keeping and auditing purposes. This system ensures that the Nursery can maintain safe staffing ratios, respond flexibly to operational needs, and provide continuity of care for all children.

Next Review Date: September 2027
Person Responsible: Nursery Manager