Sunrise Attendance and Punctuality Policy (2026)

1. Policy Aims

- To promote regular attendance and punctuality for all children.
- To support children's wellbeing and development through consistent routines.
- To fulfill safeguarding duties by identifying and responding to unexplained absences.

2. Attendance Expectations

- **Nursery Hours:** Sessions run from 8 am to 5 pm
- **Punctuality:** Parents/carers are expected to ensure children arrive on time to avoid disrupting the learning environment.

3. Procedures for Absence

- **First Day Contact:** Parents must notify the nursery by 9 am on the first day of any absence, providing a clear reason.
- **Unexplained Absence:** If no contact is made, staff will attempt to call parents and emergency contacts. Unresolved absences may result in a home visit or safeguarding referral (Haringey Council or Police)
- **Medical Appointments:** Wherever possible, non-emergency medical and dental appointments should be scheduled outside of agreed attendance hours.

4. Punctuality

- Parents are requested to arrive by 9.30 am or at the pre-agreed time.
- Parents must let us know if they are going to be late and their estimated time of arrival.

5. Managing Poor Attendance

- **Placement Review:** Consistent poor attendance may result in the review or withdrawal of a funded place to ensure public funding is used effectively.

6. Safeguarding & Record Keeping

- Accurate daily registers are maintained for every session.
- We require at least **three emergency contacts** for every child to ensure ease and reliability of communication. We ask for these on our application form.

This policy was adopted on 11 December 25

Date to be reviewed 11 December 26

Signed on behalf on the Management Committee

Name of signatory **Didi Manika**, (Meenakshi Singh)(manager)