



HAPPY FEET
Nursery & Pre-School

Admissions, Attendance & Collection Policy – Parent Guide

For parents and carers

At Happy Feet Nursery & Pre-School, we aim to make our admissions and attendance arrangements clear, fair, and supportive for all families. Our approach is designed to promote children's wellbeing, development, and safety, while ensuring the smooth day-to-day running of the nursery.

Admissions

We welcome applications from all children and families and are committed to equality, inclusion, and non-discriminatory practice. Places are offered subject to availability and the needs of the setting.

Priority may be given where appropriate, for example to siblings of children already attending or where requested attendance patterns support continuity of care.

To secure a place, parents are required to complete the nursery registration forms and agree to our policies and procedures. Full details of any registration requirements, including fees or deposits, are provided directly to families before a place is confirmed.

Attendance

Regular attendance is important in supporting children's learning, emotional security, and relationships with staff and peers. To support this, we normally require a minimum attendance of two days per week.

Parents are asked to inform the nursery as soon as possible if their child will be absent for any reason.

Collection of Children

Children must be collected promptly by the end of their booked session. Where late collection occurs, additional charges may apply, and parents will be informed of these arrangements in advance.

Children are only released to authorised adults listed on the child's registration records. Parents must inform the nursery if collection arrangements change.

Safeguarding & Operational Considerations

Attendance and punctual collection support safeguarding, staffing ratios, and the wellbeing of children and staff. In rare circumstances, persistent issues with attendance or collection may result in a review of a child's place. Any such concerns would be discussed openly with parents.

Further Information

This page provides a parent-friendly summary of our admissions, attendance, and collection arrangements. A full copy of our Admissions, Attendance & Late Collection Policy is available on request from the Nursery Manager.