

Absent Child & Attendance Policy

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

We understand that children may be absent from nursery from time to time and this can be for various reasons including holiday, family commitments and illnesses. For us to maintain accurate records, we ask the following procedures to be followed. This is to ensure that we continue to work and maintain high standards of communication with our families and can safeguard the children that attend the nursery.

Procedures

If your child is unable to attend their session, we ask you to phone or email to let us know why they are not attending on the morning of their session. It is the parents'/carers' responsibility to contact the setting either by telephone or email.

If your child will be absent from the nursery because of a planned holiday or other family reasons, please inform the nursery in advance. If you're unable to do so, we kindly ask that you notify us as soon as possible, such as on the morning of a last-minute absence.

When a child is absent due to illness, we ask that you notify the nursery at your earliest convenience via telephone or email on the day of their absence. Some childhood illnesses are reportable to the Health Protection Agency (HPA) and Ofsted therefore notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas.

If a child is absent for longer than 2 weeks any government funding will be withdrawn. This is beyond our control and parents will need to cover the costs of the applicable funding.

If we do not have an explanation of absence, we will endeavour to contact you or your next of kin that day by either telephone or email. If we fail to make contact within 48 hours by phone or mail, this may result in us contacting Children's Services.

(This is in accordance with the Children's Act 2004.)

