Non Attendance Policy.

Statement of intent:

It is the Nurseries intention to make sure all the children in our care attend on their specified days/sessions and that we note and contact the parents should we have any concerns regarding their absence.

Aim:

Our aim is to make sure all the Nursery is a welcoming place and all the children/families work in partnership with us by informing us of any absences.

Methods:

* In the event of a child’s absence without any prior notification, for example holiday forms, illness, doctors app’s, school visits etc, we will endeavour to contact all parents/ carers within 48hrs.
* We do encourage parents to inform us of absences; this is done via conversation at settling in visits and often put on parent Newsletters.
* If we have any reason to be concerned beyond the normal remit of standard sickness/holiday etc, for example a child that is in care or under the observation of a Social Worker then we will inform them of the absence.
* We are obliged to then contact E.H.A.T (Early Years Advice Team), then Children’s Social Care.
* All advice from these agencies will be followed. Also all phone calls will be recorded along with any written evidence.

E.H.A.T – 01482 393339

Children’s Social Care – 01482 395500

* A Unique Child – 1.3
* Positive Relationships – 2.1,2.2,2.3,2.4
* Enabling Environments – 3.2,3.3,3.4
* Learning & Development – 4.1,4.4

This Policy was amended and adopted on……………………………………………………………………………………..

Signed……………………………………………………………………………………………………………………………………………………

Review Date:………………………………………………………………………………………………………………………………………….