Golden Owls Day Nursery

Children's Non Attendance Policy

Author	Alexia Thornton/Carly Clark
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Children's Non-Attendance Policy

This policy sets out the procedures to be followed in the event of a child being absent from Nursery.

Procedure: If your child is unwell or cannot attend nursery for a reason, we ask that all parents/carers call or email us on the morning of absence before 9:30am.

If the nursery has not heard from the parent/carer of a child by 9.30am (or 2pm for children attending just the afternoon session), a senior member of staff will call to establish the reason for the absence.

If we cannot make contact with a parent/carer we will use all the contact details we have for your child, including emergency contacts, to try to establish why your child is absent.

A record of why your child was absent will be recorded on the weekly register, for our records.

If the nursery has any concerns about the welfare of a child during absence, (including if we are unable to make contact to establish the reason for the absence) we reserve the right to contact the local safeguarding team and take advice as to whether a formal referral is required.

Fees are payable during periods of absence as set out in our terms and conditions.

If you are planning a holiday, you must let us know in advance so we can record this on our register.

The nursery has a duty to inform Surrey County Council where children are in receipt of Early Years Free Entitlement are absent for more than two consecutive weeks in a funding period, and if we are unable to claim funding while your child is absent, charges may be passed on to you to cover the loss in income to the nursery.

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<u>Staff/Volunteer Signatures</u>

Please sign the table below to agree that you have read and understood this policy. If you have any further questions regarding information in this policy, please speak to your line manager or the policy author.

Name	Role	Date	Signature