

## Absence from Nursery

Little Learners Nursery and Pre-school is fully committed to safeguarding and promoting the welfare and well-being of children and expects all staff and parents to share this commitment.

Whilst attendance at nursery is not a statutory requirement, informing staff of your child's absence is requested by us as part of our safeguarding policies and procedures.

We follow the procedures below in the event of your child being absent from nursery.

### Parents/carer responsibilities

It is the responsibility of parents/carers to:

1. Ensure that Little Learners has up to date emergency contact details for your child.
2. Notify us if your child is going to have a planned absence from nursery, providing details of the length and reason for absence i.e. holiday or medical appointment.
3. Where absence is due to a planned holiday, you must complete a holiday form in advance and give it to the manager.
4. Notify us at the start of the session of an unexpected absence i.e. due to illness.

### Procedures

1. If we do not hear from you regarding your child's absence, the key person or deputy/nursery manager will try to contact you phone by the end of the first missed day. If we cannot get in contact with you, we will call the emergency contacts.
2. If your child is absent for a second day, we will try to contact you and the emergency contacts again by phone.
3. If we have still received no contact from you on the third day of absence, we will try to call you again. We will also email you and your emergency contacts.
4. We will record all of our attempts to contact you including who was spoken to, reason for child's absence and staff member who tried to make contact.
5. In the event that staff are unable to establish your child's whereabouts after one week from the first date of absence, our safeguarding procedures will be applied and a referral to the Multi-Agency Safeguarding Hub (MASH) will be made by our Lead Safeguarding Practitioner.
6. Nursery fees are payable during periods of absence, unless alternative arrangements have been agreed.

7. It is a requirement of our Free Early Education Entitlement contracts to keep records of all attendance and absences. We are also required to report absences of more than 10 days in any financial year to the relevant local authority as this may affect entitlement to free funding.

This policy meets the requirements of the Statutory Framework for the EYFS 1<sup>st</sup> September 2021.

Date policy last reviewed/updated	26 <sup>th</sup> September 2022	Reviewed by	Julia Ward, Head of Support Services
Date of next review/update	September 2023		

