

Fledglings Day Nursery Child Absence Policy

Aim

We believe good attendance at our setting is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. Continuity and consistency are important contributors to a child's well-being and progress.

We also have a responsibility to follow up on unknown/unauthorised absences to ensure that the child and family are safe and well, which forms part of our safeguarding commitment.

Reasons for Absence

In the case of illness, holidays or religious/cultural observance, for example, the reason for a child's absence will be known to the setting if the parent has already notified us. However, there may instances when a child is absent and no reason has been provided in advance by the parent/carer; this would be deemed to be an unknown/unauthorised absence.

Procedure for Unknown/Unauthorised Absence

It is the responsibility of parents/carers to contact the setting either by telephone or via email/text/software system if their child is unable to attend on a nominated day. This notification must be on the first day of absence and on any following days within an hour of the child's usual start time at the setting.

Staff complete a register at the beginning of each morning and afternoon session. If parents/carers have not explained the reason for absence within an hour of the child's usual start time, then staff will inform the manager of the setting. The manager will then phone the parents/carers of the child.

If the manager is unable to get hold of the parent/carers, the manager will call the emergency contact/s for the child. The manager will then decide on the best course of action based on their knowledge of the family and child.

If there is no satisfactory explanation for the absence, the manager enters this as an unknown absence on the setting records. If the manager is unable to contact the parents/carers within 48 hours and there is no satisfactory explanation for the absence from emergency contacts, the manager will contact Families in Focus/First Response for advice and may also contact the police. If it is known that the family is experiencing challenges or if the child has SEND the setting may act more swiftly than the 48 hours detailed above.

Records will be kept of contact and attempted contact with parents/carers and/or emergency contacts and other agencies. Monitoring of absence records will take place regularly and the manager will contact parents/carers regarding absence either

in writing or in person, as appropriate (this may include a referral to other agencies (e.g. social worker, Families in Focus, health visitor etc.).

Author

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