

Attendance

We appreciate that from time to time children may be absent from nursery and that this can be for various reasons such as holiday, illness and family commitments. However, in order to maintain accurate records, we ask that the following procedures are adhered to. This is to ensure that we continue to work and maintain high standards of communication with our families and are able to safeguard the children that attend the nursery.

Procedures

Children taking Holiday or other Family Circumstances When your child is absent from the nursery due to planned holiday we ask for you to notify the nursery in advance. If this is not possible then we ask for you to notify the nursery at your earliest convenience. This is in order to prevent the child's key person from having to contact you whilst you are away. Please note: We do not offer a discount to nursery fees for family holidays.

Children who are absent due to Illness

When a child is absent due to illness we ask that you notify the nursery at your earliest convenience. This is so that we can communicate to other families about any possible contagious illnesses. Personal details of children who are unwell are kept confidential. 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. When a child is repeatedly absent due to the same illness the Nursery may request a note from your Doctor as confirmation. This supports the nursery with safeguarding the children that attend. Please note: We do not offer a discount to nursery fees for absences due to illness. This includes occasions where a practitioner excludes children as per the Managing Children who are Sick, Contagious or with Allergies policy.

Children who are absent without Notifying the Nursery

If a child is absent from the nursery without advance notification the manager / deputy will attempt to make contact after the child's has missed a week to ascertain a reason for their absence. Once a reason has been obtained it is documented so that frequency and reasons for absences can be monitored. If a child is on a Child Protection Plan or a Child in Need Plan and is absent without notification contact from the nursery will be daily and continuous until we are able to make contact with the parent, the child's social worker will also be informed. These processes supports safeguarding the children in our care.

Children in Receipt of Government Funded Education Sessions

Where children are in receipt of the government funded sessions and are absent the nursery is required to inform the Local Education Authority (Early Years Quality Team) when:

- the absence is continued or reoccurring
- the absence is for a period longer than 3 weeks

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**