

Attendance Policy (Managing Children's Absences)

As part of our requirements under the statutory framework we must follow up on absences in a timely manner.

We are required to monitor children's attendance patterns and trends to ensure they are consistent and no cause for concern. We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery as expected, the parents will be contacted on the same day to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family.

If contact cannot be established, we would assess if it would be appropriate to contact relevant authorities, including the police, in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children's social care team to ensure the child remains safe and well.

For children who are eligible to receive Early Years Entitlement, government funding may be withdrawn by the local authority if the sessions are not accessed as specified on the termly completed Parental Declaration Form.

In this instance, repeated absence will be reported to Warwickshire County Council.