

Managing Absence Policy

All absences from nursery will be recorded by all staff on the daily register.

If a child is absent for 2 consecutive days, and parents/carers have not informed nursery of reason for absence, the head of Centre or designated staff member will contact the child's parents/carers by telephone to ensure the child's well being and safety. If staff are unable to contact parents/carers a letter will be sent requesting them to contact nursery within 10 days. If no reply a recorded letter will be sent requesting a reply within 10 days and informing parents/carers that their child's funded place will be withdrawn if no reply is received.

National Care Standards- Health and Wellbeing, Standard 3
Well-managed service, Standard 14

Reviewed April 2010