

Managing Absence Policy

All absences from nursery will be recorded by all staff on the daily register and on the 'Individual Attendance Record' which is stored in each child's learning Story.

If a child is absent for 2 consecutive days, and parents/carers have not informed nursery of reason for absence, the manager, or staff member in the managers absence, 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 is received then 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will be sent requesting a reply within 10 days and informing parents/carers that their child's funded place will be withdrawn if no reply is received. North Lanarkshire Council will be contacted by the manager to inform them of the situation.

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

Signature	Position	Date of review