



Non-attendance policy

Statement of intent

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

If a child is absent from nursery.

Procedure

- If you are planning holidays during term time you must let us know in advance so we can record this in our diary and register.
- If your child is sick or cannot attend nursery, you must call or send a message to us before 9.00am that day to let us know.
- If we have not heard from you by 9.45am we will call you to establish why your child is absent.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts, you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child, we reserve the right to contact social services or the police.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We must notify Surrey County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.
- During the Covid 19 outbreak, children with a social worker who are absent from nursery; their absence will be reported to social services.

Repeated Absences by a Child

If it is determined that a child has repeated absences from the setting without the prior acceptable notification by the parent. Where a child is repeatedly absent from the setting then the manager has a responsibility to ensure that the child is safe and contact the child's parents/carers and establishing the child's welfare. Peter Rabbit Nursery has a responsibility to ensure that the welfare of the child is upheld and has a responsibility to liaise with other agencies if needed. In the event that there is a concern over the child, the child protection policy and procedure will be followed.