



11.5

Attendance Policy

If your child should be unable to attend the setting on their nominated day we would ask that you call us to give an explanation by phone, text or email.

If we do not hear from you within the first 24 hours that your child should have been attending the setting we will give you a courtesy call to check everything is okay.

Please keep the nursery informed if your child is to have a prolonged absence as they like to know how your child is doing.

If we have not heard from you, the Manager will contact you by telephone within the 24 hours as per the Emergency Contact numbers you have given. If we cannot contact you from these details we will move onto the other Emergency Contacts as a matter of course. You should advise your child's other Emergency Contacts of this procedure. A record of staff actions will be logged in the Register sequentially.

In the event that staff members are unable to establish a child's whereabouts despite their best endeavors, the Child Protection Policy will be implemented by the Nursery Manager and a Referral will be made within one week of the first date of absence. These follow-up actions will be recorded as per the Child Protection Policy.

Please help us in implementing this procedure which is designed to protect children in emergency situations. Please also note that it is your responsibility to ensure that Emergency Contact numbers are up-to-date. Whilst attendance at Nursery is not a statutory requirement, informing staff of your child's absences will be very helpful to the smooth running of the Nursery and to effective forward planning for the children's activities. It will also be good practice for school, where similar procedures are required.