Procedure on children's attendance

Principles
We aim to provide a positive and healthy environment with commitment to health, safety and the welfare of all children in order to maximise attendance.

Management is responsible for regularly monitoring and taking appropriate action in connection with sickness and absences.

Sickness absence reporting procedure
Reporting of sickness absence is done using the following guidelines.

- Parents are asked to inform the nursery of any absences due to sickness on the first day of absence. Informing us of the reason for absence and how long the child is expected to be absent for.
- If a child off for a long term illness, a member of the management team or the child's key worker will be in touch regularly over this time to keep in touch and offer support to the family.
- Reporting of absence can be done via email christina.belfieldmdn@gmail.com or via phone 0208 4408822
- Prolonged absences will be monitored based on patterns, trends and circumstances.

If a child is absent from nursery and the nursery has not received contact from a parent/carer by 2 hours after their usual arrival time, the nursery will attempt to make contact to the parents/carers.

We would continue to try to make contact via phone/email for 24 hours and would then try to make contact with the emergency contacts held on the child's file.

If we are unable to get in touch with the family/emergency contacts within 7 days, we will refer our concerns to the **MASH TEAM – tel. number displayed in the office on the notice board, as well as in all rooms - 0208 359 4066**

Any concerns for prolonged absences will be reported to the MASH team and /or a police welfare check.

Annual Leave
Parents are requested to inform the nursery via email of any holidays/days off throughout the year.