

EMMANUEL CHURCH NURSERY SCHOOL

NON-ATTENDANCE POLICY

Aims

To know what steps need to be taken should a child not attend and no notification is given by parents

This forms a further part of our Safeguarding responsibilities.

Methods

In our welcome booklet we ask parents to call our landline 01483 810683 on the first morning of illness if their child/ren is/are going to be absent.

If we are waiting for a child to arrive on the morning of an outing or Forest session then we will attempt to make contact with a parent by telephone but reserve the right to leave without the child if there is no answer. We also have a mobile number, 07432 789527 which parents can use when we are out of the setting.

If a child is absent for a second consecutive day without contact from a parent/carer then the manager or child's keyworker will make attempts to contact the parent/carer. These attempts are always recorded in the setting diary. If contact is made then the reason for absence is recorded in the register. If we are unable to make contact and we have concern for the child's welfare then we will follow our usual Safeguarding protocol, which may include notifying Social Services.

Absences are marked in the register along with a reason in the notes section at the foot of the page.

Holidays which are taken in term-time are recorded in the diary and marked on the register with a 'H'. Any holiday period for more than two consecutive weeks for a child on EYFE will be notified to Surrey EYCS.