

ATTENDANCE OF CHILDREN POLICY

If a child is unable to attend a session for whatever reason, the parent/carer should contact the Nursery by 9am to inform staff that the child will not be attending and the reason (e.g. sickness).

If a child does not arrive, parents/carers will be contacted that day.

First Day Calling – If a child fails to attend and the mother and father/carers have not contacted your setting with a reason for the absence, it is good practice to undertake first day absence calls. Parents will be asked for the expected date of return to nursery and asked to phone if that changes.

Remember - If contact is made with the family, record the details of absence on the register and find out the date when the child will return.

Consecutive Sessions Missed – If a child misses 3 consecutive sessions, or has been missing for 1 week with no contact with the family, the setting should contact the child's Health Visitor to share this concern. In the event that the child has a named Social Worker, the Social Worker should be contacted as a matter of urgency.

It may be that following discussion with the Social Worker or Health Visitor, a referral to MAST would be appropriate.

NB If at any stage of a child being absent, there is serious cause for concern, or the risk of the child suffering significant harm, you must contact the Children's Safeguarding Advisory Service immediately on 0114 2053535.

Please also refer to the Children Missing from Pre-School; Good Practice guidance 2015 for more specific information

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