



Absence from Nursery

Policy Statement

We appreciate that from time to time children may be absent from Nursery and that this can be for various reasons such as holiday, illness and family commitments. However, in order to maintain accurate records, we ask that the following procedures are adhered to. This is to ensure that we continue to work and maintain high standards of communication with our families and are able to safeguard the children that attend the Nursery.

Children taking Holiday or other Family Circumstances

When your child is absent from the Nursery due to planned holiday we ask for you to notify the Nursery in advance. If this is not possible then we ask for you to notify the Nursery at your earliest convenience. This is in order to prevent the child's key person from having to contact you whilst you are away. Please note: We do not offer a discount to Nursery fees for family holidays

Children who are absent due to illness

When a child is absent due to illness we ask that you notify the Nursery at your earliest convenience. This is so that we can communicate to other families about any possible contagious illnesses. Personal details of children who are unwell are kept confidential. Some childhood illnesses are reportable to the Health Protection Agency (HPA) and Ofsted therefore notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas.

Children who are absent without Notifying the Nursery

If a child is absent from the Nursery without advance notification for more than 5 days the child's key person will attempt to make contact to ascertain a reason for their absence.

Children in Receipt of Government Funded Education Sessions

Where children are in receipt of the free government funded education sessions and are absent the Nursery is required to inform the Local Education Authority when:

- the absence is continued or reoccurring
- the absence is for a period longer than 3 weeks

Where a child is absent for 3 weeks the Local Education Authority will review the funding of that placement and this may be removed