

## **Absent Child Policy**

If your child is unable to attend your session at Squirrels Nursery LTD on their nominated day, we would ask that you call before the start of the child's session and give a reason by Phone call, text or email. We also ask that you complete either a sick form or absent form on the FAMILY app and give the reason for sickness/absence.

If we do not have an explanation of the child's absence the following steps will be taken:

- If we have not received contact regarding a child's absence within 30 minutes of session start time, a member of staff will call the parent/carer to ask for the reason of the child's absence. We will leave a message if there is no answer.
- After 1 hour a member of staff will try to contact again, and leave a voicemail. At this point we will also text or email the parents/carers contact details we have on file.
- After 3 hours and no contact made regarding the child's absence, a member of staff will contact the child's emergency contact's that are on file.
- If we cannot get in contact with both parents/carers or the emergency contact's, we will contact children's services/safeguarding hub for advice.

It is extremely important for Squirrels Nursery LTD to ensure both children and parents are well and not in harms way.

This policy reflects the visions and aims of Squirrels Nursery LTD by:

- Encouraging staff, parents/carers and children to maximise the learning experience in order that all children can reach their full potential.
- Providing clear procedures for involving parents/carers relating to nursery/preschool attendance.

### **Principles**

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at Nursery/Preschool for all their permitted sessions unless the absence is unavoidable i.e., sickness, doctors' appointments, holidays that been logged on the FAMILY app.

If a child is reluctant to attend the setting, communication between parent/carer and the Nursery/Preschool is encouraged. This will enable Squirrels Nursery LTD to put steps in place to ensure a happy transition into the setting each session.

As an Early Years setting, we actively encourage parents to support us in this policy and parents/carers are expected to contact the setting at an early stage to work with staff in resolving any problems together.

It is the parents/carers responsibility to contact the setting by phone call, text, email by the start of the child's session time each day of absence.

### **The role of Squirrels Nursery LTD's Staff**

Squirrels Nursery LTD's staff are required to sign all children in on FAMILY app as the children turn up for their session. If parents/carers have not contacted or explained reason for absence of the child by 30 minutes after their session start time, the steps within this policy will be started.

When appropriate, practitioners will raise any concerns with the Nursery/Preschool Manager and the Designated Safeguarding Lead who will then take appropriate action where absence is a concern.

If absence becomes a persistent problem a meeting will be arranged at the setting with the parent and setting manager.

Policy created: 23/03/2023

Signed: D Caliskan

Job Title: Director

Reviewed 17/07/2025 Z Green - HR Manager