



## Non-Attendance Policy

It is the responsibility of the parent/carer to notify the nursery manager by phone, text or email if your child will be absent for any reason e.g., illness, holiday, etc.

If you know holidays in advance it is greatly appreciated to let us know then.

We encourage full attendance as this gives your child the stability and security of knowing they are attending and have purposeful relationships within the setting.

If we do not have contact with the parent and/or carer before 10am for AM or full day attendance; or 2pm for afternoon attendance, a telephone call will be made to ascertain whether your child will be attending.

**Emergency Contacts:** Settings are required to have at least two emergency contacts for each child and to verify these contacts annually.

This sets out the procedures to be followed if a child is absent from nursery.

- If you are planning holidays, you must let us know in advance, so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call us to let us know.
- If we have not heard from you by 10.00 am, we will assume your child is absent.
- If parents cannot be reached during a prolonged absence, settings should attempt to contact the emergency contacts to escalate the situation.
- If we have had no contact from parents and emergency contacts do not have any further information, or if we are concerned about the welfare of the child, our designated safeguarding lead will contact Families First Contact Point (FFCP).

**Fees remain payable during periods of absence.**

Failure to communicate absence may lead to your child's place being removed. If your child has a funded place and is absent for more than two weeks, we will be unable to keep the child on roll.

Repeat non-attenders will lose their childcare place.

**This policy was reviewed on: 29.07.26**

**Date of next review: 29.07.27**