

Child Absence Policy

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.

Procedures

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.

Children who are absent without Notifying the Nursery:

If a child 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 :

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.

Ealing integrated response service (local child protection team)
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