



## Absence Policy

At The Life Nursery we understand that children may be absent from nursery and that this can be for various reasons such as holidays, illness, appointments and family commitments. However, in order to maintain accurate records we ask that the following procedures are adhered to. This is to ensure 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 holidays or other family commitments

When your child is absent from nursery due to planned holiday, we ask you to notify the nursery in advance. If it is not possible, then we ask that you notify nursery at your earliest convenience.

**Please note fees will still be payable due to continue to secure your child's place**

#### Children who are absent due to illness

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

#### Children who are absent and without notifying nursery

The Life Nursery kindly ask that parents/carers contact by telephone, facebook messenger or email to inform us why their child is absent from nursery that day. We understand that attending nursery is not compulsory for your child, however, The Life Nursery have a duty of care to safeguard all children that attend the nursery. Please note that if you fail to inform us that your child is not attending, The Life Nursery will give you a courtesy call to find a reason. If we are unsuccessful in getting contact with the parent/carer, we will contact the next person on the contact form. If no contact is still sought, The Life Nursery will carry out a home visit where possible and contact your child's health visitor or GP surgery to determine the reason for absence.

**If The Life Nursery have had no contact from the parent/carer or explanation for their child's absence, or we have further concerns, The Life Nursery will contact Social Care for advice and follow the safeguarding procedures.**

#### Children who are in receipt of Early Education Funding

Where children are in receipt of the early education funding sessions and are absent from nursery, The Life Nursery is required to contact the parent/carer within a two week period to ascertain why attendance has changed and decide whether sessions need to be changed. If there is limited response from parents/carers, The Life Nursery will contact the Family Hub where the child lives through the Early Help Gateway.

<https://www.bradford.gov.uk/children-young-people-and-families/family-hubs/family-hubs/>

If attendance does not improve, a letter will be sent to the parents/carers after a further two weeks, explaining the impact of non-attendance has on their child.

This policy was reviewed by Louise Gray, Nursery Manager and Kirsty Beck, Deputy Manager – September 2024

Policy read and agreed by: