 Child Absence policy

Here at Pear Tree Nursery we aim to promote children’s wellbeing and development at all times and so encourage parents to bring their children on a regular basis, except in circumstances when the child is poorly.

**Procedures**

* If a child should be absent from nursery, then we expect parents to call us in a morning to inform us of why the child is going to be absent.
* Parents are given our contact details during admission, along with a checklist that asks parents to store our number in their phone so they can call when their child will be absent.
* When we are informed that a child will be absent, we will cancel their lunch order and this will be deducted from their invoice. However, if parents do not inform us of absences a lunch will still be ordered and charged for.
* Sessions are still charged for in full if a child is absent.
* We write on our registers if a child is absent and whether we have had a phone call or not. Registers are archived for 6 years after the child has left.
* If children who receive funding do not turn in for 10 consecutive sessions then we will inform children’s services at Cumbria County Council.

**Uninformed absences**

* If a child does not arrive at nursery and we do not receive a phone call then we will note this on the register.
* If the child does not turn in for a second session, then we will contact the parent to find out why the child is missing from nursery.
* If the parents do not answer or return the call that day, we will contact the emergency contacts on the admissions forms.
* If we still do not have any reply then we will write a log of concern.

**Uninformed absences of children with plans in place**

* If the child is looked after, has an EHA in place, SEN support plan or a child protection plan then we will endeavour to contact the parent within 1 hour to seek information as to why the child has not arrived at the setting.
* If the parents do not answer, or return the phone call then we will write a log of concern.
* If the child doesn’t turn in for a second session then we will try to contact the parents again, along with the listed emergency contacts that were provided on admission. If we still have no response we will contact the health visitor.

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| This policy was adopted at a meeting of Pear Tree Nursery |
| Held on 03.01.2020  |
| Date to be reviewed 03.01.2021 |
| Signed on behalf of the provider |
| Name of signatory  |
| Role of signatory (e.g. chair, director or owner) |