



NON-ATTENDANCE POLICY

This policy sets out the procedures to be followed in the event of a child being absent from Nursery.

Procedure:

If your child is unwell or cannot attend nursery for a reason, we ask that all parents/carers call or text us on the morning of absence before 10.30.

If the nursery has not heard from the parent/carer of a child by 10.30, either the Head of Nursery or Deputy Head will call to establish the reason for the absence.

If we cannot make contact with a parent/carer we will use all the contact details we have for your child, including emergency contacts, to try to establish why your child is absent.

A record of why your child was absent will be recorded on the weekly register, for our records.

If the nursery has any concerns about the welfare of a child during absence we reserve the right to contact Social Services.

Fees are payable during periods of absence, unless alternative arrangements have been agreed.

If you are planning a holiday during term time, you must let us know in advance so we can record this on our register.

The nursery has a duty to inform Surrey County Council where children are in receipt of Early Years Free Entitlement are absent for more than two consecutive weeks in a term.

This policy has been agreed by St Peter's Nursery School Management Committee and will be formally ratified at the next meeting. February 2014

A rectangular box containing a handwritten signature in grey ink. The signature appears to be 'C. Wilson'.

Signed on behalf of the Management Committee by Catherine Wilson, Chair of the Management Committee