

# **Birdwood Nursery Reporting a Child's Absence Procedure**

## **1. Policy Statement**

We appreciate that from time-to-time children may be absent from the setting 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 setting.

## **2. Procedures**

### **2.1 Children taking Holiday or other Family Circumstances**

When your child is absent from the setting due to planned holiday, we ask for you to notify the setting in advance. If this is not possible then we ask for you to notify the setting at your earliest convenience. This is in order to prevent the child's key person from having to contact you whilst you are away.

*Please note: We do not offer a discount to nursery fees for family holidays.*

### **2.2 Children who are absent due to Illness**

When a child is absent due to illness, we ask that you notify the setting at your earliest convenience. This is so that we can communicate to other families about any possible contagious illnesses. Personal details of children who are unwell are kept confidential. Some childhood illnesses are reportable to the Health Protection Agency (HPA) and OFSTED; therefore, notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas. When a child is repeatedly absent due to the same illness the setting may request a note from your GP as confirmation. This supports the setting with safeguarding the children that attend.

*Please note: We do not offer a discount to nursery fees for absences due to illness. This includes occasions where a practitioner excludes children as per the Managing Children who are Sick, Contagious or with Allergies Procedure.*

### **2.3 Children who are absent without Notifying the Nursery**

If a child is absent from the setting without advance notification the Nursery Manager will attempt to make contact after the child's missed session to ascertain a reason for their absence. Once a reason has been obtained it is documented so that frequency and reasons for absences can be monitored. If a child is on a Child Protection Plan or a Child in Need Plan and is absent without notification, contact from the setting will be daily and continuous until we are able to make contact with the parent. These processes support safeguarding the children in our care.

When Children in Receipt of Government Funded Education Sessions and are absent the setting 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 or more the Local Education Authority will review the funding of that placement and may make the decision for this to be removed.