

**Cornhill Nursery -**

**Absence Policy**

**Introduction**

The safety and wellbeing of the children in our care is of paramount importance. It is part of our Duty of Care to find out why a child is absent from nursery if we have not been notified as to the reason why.

**Absence procedure**

* Parents are advised to phone the school office on **01224 483234** as soon as possible on the day that their child is going to be absent. (Unless parents have informed staff in advance.)
* For an unexplained absence, nursery staff will attempt to contact parents/carers during the nursery session.

***(Please ensure nursery are aware of any new telephone numbers.)***

* If the nursery staff are not successful in contacting the parent/carer and don’t have an explanation for the absence, the Principal Teacher will be informed and follow up the situation.

Depending on the length of absence, the Principal Teacher may then be required to make contact with the Health Visitor, as the named person for the child. The Health visitor will then make attempts to contact the parent/carer and/or a home visit may be carried out.

* In order to avoid the above procedures, it is vital that parents/carers keep the nursery fully informed of any absences. This can be done by giving prior notice to staff at drop off/pick up, by phoning, emailing or as a last resort, sending a note on ILD.
* We trust that parents and carers will appreciate the safety and wellbeing of the child is our main priority and follow procedures in order to cooperate with the nursery.
* Please also bear in mind that time spent by nursery staff making phonecalls about absences, is precious time that could be spent teaching and learning with the children and understandably, we don’t want to miss out on this!

**Policy written** May 2021 **Reviewed**