

# **HIGHWAY DAY NURSERY**



## **Children's Absence (non - Attendance) Policy**

It is the duty of the nursery to keep a daily register of all children for their safety and to be aware of any absences. The Person in Charge should take the daily register and check the totals of children carefully (normally the nursery Manager).

It is expected practice for parents to inform the nursery of any planned absence (i.e. holiday, appointments etc.), this should be recorded in the register when information is given.

Parent should report any unexpected illness, sickness or injury to nursery on the first morning of absence and a note will be made in the register. Prolonged illnesses (childhood diseases, sickness, injuries) will be noted in the register.

If a child is absent with no communication from anyone the Nursery Manager should try to contact the parents/carers and emergency numbers for information. If no-one can be contacted and no one has any relevant information the Social Services Child Protection should be contacted.

It is the responsibility of all staff members to bring to the attention of the Nursery manager any suspicious absence or any information that could protect children and parents. This could be especially relevant to lone parent families where there may be no other daily contact.