

Non Attendance Policy

Statement of intent

This sets out the procedures we will follow in the event that a child is absent from nursery.

Procedure

- If you are planning holidays during term time you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call, text or email us before 9.15am that day to let us know. acornnursery@gmail.com 07710 317267 / 01483 271976
- If we have not heard from you by 9.30am the manager will call you to establish why your child is absent and this information will be recorded in the diary.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child we reserve the right to contact children's services, (please refer to our Safeguarding policy).
- We must notify Surrey County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term .