

Absent child policy

Policy statement

At Merry Kidz day nursery our commitment is the safety and welfare of all children in our setting, and this extends to promoting full attendance. Consistent presence is critical for children to fully utilize their learning opportunities and for us to ensure their wellbeing. An inconsistent attendance pattern can sometimes serve as an early warning signal for potential issues involving the child or their family.

This policy sets out the process for managing and recording absences, maintaining clear communication lines between the setting and parents, and ensuring safeguarding measures are fulfilled for the safety of children. It is particularly crucial in the context of children who are vulnerable or those already involved with social care support.

Policy provision

- Should your child be unable to attend the setting on their nominated day, it is parent/carer responsibility to report child's absence at the earliest opportunity via phone, Blossom app or email. Children attendance will be monitored closely.

- In case of foreseeable absences, such as medical appointments or family holidays, we request that parent/carer provide as much advance notice as possible.
- The staff within each room complete a register at the beginning of each morning and afternoon session and will note every absent for that day.
- If a child who regularly attends fails to appear and no communication has been received from parents, the room leader, key person or office will ring the parent. Given reason for an absence will be recorded on the register.
- If an attempt to contact parent/carer fails, person from provided emergency contact list will be contacted next.
- If absent is a persistent problem the home visit or meeting will be arranged at the setting with the parent/carer and Manager.

Persistent poor attendance may suggest possible safeguarding and welfare concerns. If a child's attendance does not improve despite our support, the setting manager will reassess the situation and consider if engaging a multi-agency team would be beneficial.