



1.12 Non Attendance

This sets out the procedures to be followed in the event that a child is absent from nursery:

- We ask that parents notify us of holidays and illnesses. A record will be kept.
- If we do not hear from the parents it will be recorded as absent and entered onto an absence monitoring form
- If a parent notifies us that their child is going to off, we document it.
- If a child is absent from nursery and we have not been notified, we will ring the parent. If we cannot get hold of the parent we will send an email. If we do not hear from the parents and have concerns, we will contact the designated safeguarding officer at MASH.
- If a child is off for 14 consecutive days, this may affect their funding.
- Each child has a chronology of attendance form in their personal file. This will be completed for all unauthorized absences.

Policy Review Date: 05/02/2019