



Absence Policy

As safeguarding is a vital part of Early Years. We have a duty of care to protect the children within our community it is important for us to record and monitor children's absence.

It is the responsibility of the parent/carer to notify the nursery manager by phone or email if your child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know then.

If your child attends a morning or full day session, please inform us by 10:00am or 2:00pm for an afternoon session.

If we haven't heard from you a senior member of staff (manger/room leader) will contact you by telephone and if we can't reach you, we'll send an email. We will mark your child as absent with details of any contact attempts made by us.

If we have had no contact with you or are concerned about the welfare of the child, our DSL/DDSL (designated safeguarding lead and deputy lead) will contact our Safeguarding advisor directly. We will also call 101 so the police can carry out a welfare check.

If you claim FEE funding, long or regular absences may affect your entitlement.

All absences are payable in full as stated in our terms and conditions.

This policy was adopted by: Tribe Incorporated Ltd

Dated: 09.01.24

Date to be reviewed: 09.01.25

Written by: Alexandra Stewart

Role: Owner/Director/DSL/SENCO

Signed on behalf of provider: