Holy FamilyNursery Class

Absence Policy

PROCEDURE FOR NON-ATTENDANCE AT NURSERY

* Parents/guardian’s should notify the nursery as early as possible on the first day of the child’s absence and should indicate if possible the expected length of absence
* If a child is absent from nursery for more than two days and the parent/guardian has not contacted the nursery, the nursery will telephone the parent/guardian on the **3rd day** and enquire as to the reason for the child’s absence.
* At this stage if contact cannot be made by telephone with the parent/guardian and a reason for the absence cannot be confirmed a letter will be sent to the parent/guardian on the **5th day** that the child is absent.
* If a reply to this letter is not received by the **10th day** of absence a further letter will be sent by **recorded delivery** to the parent/guardian. A request for a signature will be made when recording the postage so that proof of the delivery is returned to the nursery.
* Parent/guardians will be given 5 days to reply.
* Should all of the above attempts to contact the parent regarding the absence be fruitless then a final letter will be sent on the **15th day of absence.**
* Parents/guardians please note that the Absence Management Procedures will be implemented automatically after 3 days of absence if no contact is made with the nursery.

**N.B: You should note; before your place has been withdrawn we will contact your health visitor/public health nursery, social worker or any other relevant agency to inform them of our decision, in line with Child Protection Guidelines.**

Date adopted: 2nd November 2019