

## Procedures for Non Attendance of Nursery

1. Parents/guardians should notify the nursery as early as possible on the first day of a child’s absence and should indicate if possible the expected length of absence.
2. If appropriate, the professional who completed the inter-agency referral should be contacted immediately a child is absent from nursery if no contact has been made.
3. If a child is absent from nursery for more than two days and the parent/guardian has not contacted the nursery the nursery should telephone the parent/guardian on the **3rd day** and enquire as to the reason for the child’s absence.
4. 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 should be sent to the parent/guardian on the **5th day** that the child of absence \*(See Section 10 (c) letter sent on 5th day of absence).
5. If appropriate, a letter should also be sent to the referral agency advising them in writing of the child’s absence \*(see Section 10 (b) Absence - Letter to Referrer).
6. If a reply to this letter is not received by the **10th day** of absence a further letter should be sent by **recorded delivery** to the parent/guardian. \*(See Section 10 (d) - Letter recorded delivery sent on 10th day of absence). A request for signature should be made when recording the postage so that proof of delivery is returned to the nursery.
7. Parents/guardians should be given 5 days to reply.
8. Should all of the above attempts to contact the parent regarding the absence be fruitless then a final letter should be sent on the **15th day** of absence. \*(see Section 10 (e) Absence Letter – final – sent on 15th day).
9. If no contact is made with the nursery, thereafter the place should be withdrawn and reallocated if necessary after the **20th day** of absence.
10. Parents/guardians should be made aware via the nursery handbook that Absence Management Procedures will be implemented automatically after 3 days of absence if no contact is made with the nursery.
11. All letters should be copied to the appropriate Referral agency.

\*Copies of all letters required are in Draft Procedures Folder in Head Teachers office and Main Nursery Office.

**Updated August 2018 by N. Ferguson**

 **Woodlands Nursery Class – ABSENCE OF PUPILS** 

