



1.8 NON-ATTENDANCE POLICY

We ask parents to be prompt in bringing their child to nursery and collecting them at the end of the session. Parents are also asked to inform staff when a child is not attending the nursery due to illness, holidays and other circumstances. The Supervisor will contact parents to find out why the child has not been at the nursery, if child has not attended for a period.

- Parents are asked to tell the nursery if their child is going to be absent and ask them to provide a reason i.e. they are sick.
- We ask parents to contact at the start of the session.
- Parents can ring or text the nursery to inform us if their child is not attending.
- Parents can email the nursery email address to inform the Supervisor of holiday absences or tell the staff prior to the holiday.
- If a child doesn't attend the nursery for their sessions, the Supervisor or Key worker would be responsible for contacting the parent to find out the reason why.
- We would speak to the parent personally.
- If there is no reply after several repeated attempts to contact and the child does not come to the nursery, we would refer to our Safeguarding and Child Protection Policy as the welfare of the child is a priority.
- All contact attempts are to be recorded in the absence table in the front of the daily register
- We ask parents to tell us of any planned holidays in advance.
- The Supervisor would tell the Early Years Free Entitlement team at Surrey Early Years and Childcare Service when a child is absent for more than two consecutive weeks. We would tell parents that we are doing this.
- We are aware that if a child is registered attend the setting on certain days, but is regularly absent, we will be asked to demonstrate to an auditor the reasons that we have claimed EYFE for that child for those days.
- We are aware that we can claim for a child who we know will be absent for more than two consecutive weeks only, if the parent has given us a date when the child will return to the setting.
- Parents will be informed whether or not they have to pay fees when their child is absent.
- We have an Emergency Closure Policy for unforeseen circumstances in which the setting has to close.

This policy is linked to the Safeguarding Children Policy

Date reviewed – November 2025