



Statement of Intent

Our Nursery is committed to safeguarding children and promoting their wellbeing in line with the Suffolk County Council's List of Providers – Conditions for Inclusion in the Directory, and the Guidance on attendance patterns for children who are not of Compulsory Schools Age.

Aim

The Nursery aims to work closely with parent/carers to identify any unexplained absence to ensure the safety and wellbeing of children.

When taking a place at the Foxglove Violet Hill, we expect that all children will attend nursery from the allocated start date, attend nursery punctually and be collected promptly at the end of the session and attend nursery appropriately prepared for the day.

Procedure

1. If your child is sick or unable to attend for whatever reason you must notify the Principle/Deputy of non-attendance before 09.30 on the setting landline or mobile telephone number to speak to a member of staff, leave a text on the Nursery mobile or message on the answer phone.
2. We will expect parents to cooperate with us by not bringing children to the nursery if they have any infectious or contagious illness and by returning to Nursery after having 48 hours clear of symptoms. This includes temperatures, vomiting or diarrhoea. Staff will also be asked not to attend work under the same circumstances. If a child requires calpol or any other form of painkiller/paracetamol they should not be attending Nursery until they are well enough not to need such medication.
3. If you have arranged a holiday during term time, please notify us in writing of the days your child will be absent.
4. If the Nursery has not received acknowledgement of absence, by the end of the session your child should be attending, the Principle or key person may contact the parent/carers to check the wellbeing of your child.
5. If a child is absent for two continuous sessions with no notification and no successful contact with parent/carer, the Principal will telephone the named emergency contact number on child's registration form. If this proves unsuccessful, a letter will be sent to the child's address asking parent/carer to contact us.

POLICY 24 – ATTENDANCE POLICY		Issue Date: Sept 2019	Page: 1 of 2
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2020



6. If after all the above, no contact or notification is gained and the Nursery has any concerns about the safety or wellbeing of a child, we will follow our safeguarding procedures outlined in our safeguarding policy.
7. If a child is a Child in Care, subject to a child protection plan or a child in need then the setting must notify the child's social worker of any unexplained absence.
8. Patterns of absence will be noted and if there is cause for concern we will follow our safeguarding procedures outlined in our safeguarding policy.

(Fees continue to be payable if a child is absent or is on holiday.)

For further information regarding attendance patterns for children who are not of Compulsory Schools please refer to the link below:

<http://www.suffolk.gov.uk/EducationAndLearning/EarlyEducationAndChildcare/ForProviders/SupportForYourService/>

Signed for and on behalf of Foxglove Violet Hill

Lindsey Harvey (Principal) :

Date :

POLICY 24 – ATTENDANCE POLICY		Issue Date: Sept 2019	Page: 2 of 2
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2020