



Absence from Setting Policy

Policy statement

We appreciate that from time to time children may be absent from Nursery and that this can be for various reasons such as holiday, illness and family commitments. However, in order to maintain accurate records we ask that the following procedures are adhered to. This is to ensure that we continue to work and maintain high standards of communication with our families and are able to safeguard the children that attend the Nursery

Procedures

Children taking Holiday or other Family Circumstances

When a child is absent from the Nursery due to planned holiday we ask parents to notify the Nursery in advance. If this is not possible then we parents to notify the Nursery at their earliest convenience. This is in order to prevent the child's key person from having to contact parents whilst they are away. Please note: We do not offer a discount to Nursery fees for family holidays

Children who are absent due to Illness

When a child is absent due to illness, we ask parents to notify the Nursery at their earliest convenience. This is so that we can communicate to other families about any possible contagious illnesses. Personal details of children who are unwell are kept confidential. Some childhood illnesses are reportable to the Health Protection Agency (HPA) and Ofsted therefore notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas.

Children who are absent without Notifying the Nursery

If we have not had contact to inform us of an absence by 9.30am, the child's key person will attempt to make contact to ascertain a reason for their absence on the first day of their absence. This may involve contacting additional emergency contacts if we do not receive a response.


Children in Receipt of Government Funded Education Sessions

Where children are in receipt of the free government funded education sessions and are absent the Nursery is required to inform the Local Education Authority when:

- the absence is continued or reoccurring
- the absence is for a period longer than 3 weeks. Where a child is absent for 3 weeks the Local Education Authority will review the funding of that placement and this may be removed.

Legal framework

Childcare Act 2016

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	18/10/2024	Date to be reviewed:	18/10/2025
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		