**Child Absence Policy and Procedure**

This procedure is designed to safeguard children.

***Staff Responsibilities***

* If a child does not arrive it will be noted on the register
* If the child is being monitored under our Safeguarding procedure the parent/carer will be contacted that day. We then record in their file the reason they are not in.
* If the child is/was two-year-old funded, we will also contact them on the day and record the reason for not attending.
* On the second day of unexpected absence where a child is not under our Safeguarding procedure, we will contact the parent/carer
* If Steps Ahead are unable to establish a child’s whereabouts despite their best endeavours, the nursery will consider the circumstances surrounding the child, and whether the child could be at risk. Then the Safeguarding Policy will be implemented by the Duty Manager and a referral will be made.
* All referral actions will be recorded as per the nursery’s Safeguarding Policy

***Parent/Carer Responsibilities***

It is our aim through the Parent Pack and induction to ensure that parents/carers are aware of the following:

* Parents/carers should notify their child’s key worker or Duty Manager in advance if they are planning an absence from Nursery
* Steps Ahead must be informed on the first morning of an unexpected absence if a child is going be off (by registration at 9.30am for AM session and by 12.45pm for PM session) by telephone 01225 719110
* The nursery is to be kept informed if a child is going to have a prolonged absence, as they like to know how your child is doing.

It is the parent/carers responsibility to ensure that Emergency Contact numbers are up to date. Whilst attendance at Nursery is not a statutory requirement, informing staff of a child’s absences will be very helpful to the smooth running of the Nursery and to effective forward planning for the children’s activities. It will also be good practice for school, where similar procedures are required.

Please note that any unattended sessions will still be charged, these are not refundable and must be paid for.