

## Policy on child absences

Nurseries are being asked, by local authorities, to ensure that they follow up on all child absences, from the first day of absence. This because there have been tragic cases of children not showing up at nursery because their parent has fallen ill or had a serious accident, with nobody realising for some time, and the child unable to seek help.

The aim of the procedure below is solely to keep all concerned (child and parents) safe and there are no repercussions to children missing sessions at Into The Woods.

### Procedure for parents

- You must let us know if your child will be absent from any of their regular nursery sessions.
- If the absence you're telling us about is on that day or within a week, text or call the woods team phone. Use the phone number you have been given by staff at your nursery.
- Please do the above from one of your phones that we have listed as a contact, if possible. That way we have the text message stored under your child's name. If not possible, do still contact us of course
- Don't worry if the woods team don't answer – just text them. You will be informed if the relevant phone number is out of action for any reason.
- Only call the office phone if you can't find the woods team phone number.
- If you are contacting us with more than a week's notice about a planned absence, email [admin@intothewoodsnursery.co.uk](mailto:admin@intothewoodsnursery.co.uk).

### What we will do when we are not notified of an absence

- If the staff do not hear from parents regarding an absence they will call all the phone numbers we have on file for that child. They will try the parents first, but then the other numbers we have listed if we get no response.
- As the purpose of the check is to ensure the safety of all concerned, if we cannot reach any of the contacts you have given us, we will, as a last resort, contact the police to request a welfare visit to check all is ok. This is what local authorities are asking all nurseries to do.

---

### Policy review

Last reviewed: 29 October 2018

Last modified: 2 May 2018

Next review date: November 2020