**Child Protection Policy – 5**

**Non-attendance Policy and Procedure**

**Statement**

It is the aim and responsibility of the nursery at all times to ensure the welfare of all children in our care. We are required to keep an account of attendance and record why children are absent. This could be for many reasons i.e. sickness, medical conditions that require hospital/doctor appointments and holidays.

We also understand out duty under section 26 of the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. For this reason we are required to demonstrate how we account for unexplained absences of children.

**Procedure**

Parents should inform the nursery if their child is going to be absent and provide a reason, for example because they are sick or have a hospital appointment or are going on holiday.

Parents are asked to contact nursery as soon as possible, on the first day of absence. This can be by mobile, text to Mrs. Boswell’s phone or by email.

Reason for absence is recorded in the register.

If a child has not arrived at nursery for their next two expected nursery sessions and the parent has not contacted us, Mrs. Boswell will contact them by phone and or email.

After there have been repeated attempts to contact with no reply, and the child does not arrive at nursery for their next session we would contact SSGB for advice and contact the child’s GP/Health visitor.

Parents must tell us about any planned holidays in advance. This should be done by emailing Mrs. Boswell on the nursery email address. Dates of the holiday should be included in the email.

If a child is likely to be absent for more than two consecutive weeks, it will be at the discretion of the EYFE team to decide whether the parents can claim the EYFE. Parents must ensure that they have given the nursery a date when their child will return to nursery. Fees must still be paid when a child goes on holiday. Parents are given the information about payment of fees in the Welcome Booklet. They will sign their agreement to this when the sign to say they have read all the nursery policies and procedures.

When a funded child is absent for more than two consecutive weeks and we have **not** been informed, we would contact Early Years Free Entitlement team (EYFE) at Surrey Early Years and Childcare Service.