



Early Learning and Childcare Centre

CHILD ABSENCE POLICY

- Any absences will be recorded in the Register on a daily basis.
- Parents are asked to inform Ferryfield if their child is going to be absent. They are requested to provide the group with the reason for their child's absence and the length of time they think their child will be off.
- If a child has not been present at Ferryfield for up to 2 sessions, and there has been no explanation for the child's absence, a member of staff / management committee will attempt to contact a parent/carer to establish the reason for the child's absence.
- If there is no reply, the other contact numbers on the child's Registration Form will be used.
- If contact cannot be established, a committee member will visit the family's address to ensure everything is in order.
- If a child is absent for prolonged periods, parents should telephone Ferryfield once a week to bring staff up to date with the situation. If we do not hear from the parents, a member of staff / management committee will attempt to contact them on a regular basis.
- **In all cases**, if parents cannot be contacted, and no other parties can confirm that the child is safe (eg if they are away on holiday), staff / committee will contact Social Services with their concerns.
- If a child remains absent from Ferryfield for longer than 2 weeks the Manager will inform the child's Health Visitor of Ferryfield's concerns.

Adopted by Committee

Date

August 2016