



Green Lane Pre-School Ltd

45-47 Green Lane, New Malden

Surrey KT3 5BU

Tel: 07804 438981

UNEXPLAINED CHILD ABSENCE POLICY

Aim

To ensure the safety and well-being of all children attending Green Lane Pre-School by promptly addressing unexplained absences.

This policy applies to all children enrolled in the nursery and their parents or guardians.

Notification of absence:

Parents/guardians are required to inform the nursery of their child's absence by 9:00am on the day of absence.

Notification and be made via phone, email, or the nursery's designated App.

Monitoring attendance:

The Nursery will maintain accurate attendance records and monitor patterns of attendance - Staff will record the reason for each absence as provided by the parent/guardian.

Unexplained Absences:

If a child is absent without notification, the nursery will attempt to contact the parent/guardian by phone within one hour of the start of the session. - If contact is not made, the nursery will continue to attempt to reach the parents/guardians throughout the day.

Escalation Procedure:

If the nursery is unable to contact the parents/guardians by the end of the day, the following steps will be taken:

- Contact emergency contacts listed on the child's registration form
- If not contact is made within 48 hours, the nursery may notify local authorities or child protective services, in accordance with Safeguarding policies

Frequent unexplained Absences:

Repeated unexplained absences will be discussed with the parent/guardian to understand any underlying issues.

The Nursery may involve external agencies if there are concerns about the child's welfare.

Review:

This policy will be reviewed annually and updated as necessary to ensure it remains effective and complies with current regulations.

Responsibilities:

Parents/guardians have the responsibility to notify the nursery of any absences and provide up to date information.

Date: January 2025

Signature: Giovanna Hasham (Nursery Manager)