



NON-ATTENDANCE OF A CHILD POLICY

Playtime day nursery must keep records relating to individual children and must retain these in line with the Statutory Framework for Children for the Early Years Foundation Stage. This includes attendance of children.

Playtime Day Nursery asks if all parents/carers could inform the setting as soon as possible by email or telephone if your child is going to be absent due to illness where possible by 10am on the first day of illness or in advance if your child is not attending the nursery for any other reason. If your child's illness continues for more than 48 hours please keep us updated with their progress.

If the child has not attended the nursery for two day and no contact has been made from parent/carer then the manager/deputy or the key person will make contact with parent/carer by telephone to ask if everything is ok and why the child is not in. (This will be recorded on the child's enrolment form.) If further sessions are missed and the nursery has failed to make contact with the parent/carer then we would try to reach out to other family members or friends using the child's contact details.

When there are concerns about a child's attendance and the setting have concerns over the child's welfare the setting will follow the settings safeguarding flow charts and will seek further advice from the SPA (Single Point of Access team)

Full fees for all absences will have to be paid as per the settings terms and conditions.

Where Playtime Day Nursery knows that a child is likely to be absent for more than two consecutive weeks Early Years Free Entailment (EYFE) can still be claimed only if the parent has given the setting date when the child will return back to the setting.