



At Stretton Lodge we appreciate that from time to time children may be absent from Nursery and that this can be for various reasons such as holiday, illness and family commitments.

In order to maintain accurate records we ask that the following procedures are adhered to. This is to ensure that we continue to work and maintain high standards of communication with our families and are able **to safeguard the children** that attend the Nursery.

Procedures

Children taking holiday or other family circumstances

When your child is absent from the Nursery due to planned holiday we ask for you to notify us in advance, in writing or by email. If this is not possible then we ask for you to notify us at your earliest convenience. This is in order to prevent the child's key person from having to contact you whilst you are away.

Children who are absent due to illness

When a child is absent due to illness we ask that you notify the Nursery within half an hour of your child's planned session start time, or at your earliest convenience if your child is not due to attend on that day. This is so that we can communicate to other families about any possible contagious illnesses (personal details of children who are unwell are always kept confidential). Some childhood illnesses are reportable to the Health Protection Agency (HPA) and Ofsted, therefore notification is important to ensure the reporting requirement is met. There may also be other action required as the result of any notifications such as deep cleaning of areas.

Staff must record all absences in the absence record book (Room diary) and on the daily register.



When reporting your child's absence from Nursery we ask that you contact your child's room directly on the following telephone numbers or email: (please use email for out of hours contact)

Day Nursery: 01902 238444 email:daynurserystrettonlodge@gmail.com

Nursery: 01902 238882 email:nurserystrettonlodge@gmail.com

Pre-School: 01902 276611 email:preschoolstrettonlodge@gmail.com

Children who are absent without Notifying the Nursery

If a child is absent from the Nursery without advance notification or if we are not notified within half an hour of the child's planned session start time (after 9.15am), the child's key person will attempt to make contact to ascertain a reason for their absence. If we are unable to make contact with you, this will be recorded as an unreported absence and added to your child's file. Unreported absences can be a cause for concern and may trigger safeguarding procedures.

Staff must record unreported absences on the relevant form and inform DSL immediately.

Children in Receipt of Government Funded Education Sessions

Where children are in receipt of the free government funded education sessions and are absent, the Nursery is required to inform the Local Education Authority (eeac@staffordshire.gov.uk) when:

- the absence is continued or recurring
- the absence is for a period longer than 3 weeks

Where a child is absent for 3 weeks the Local Education Authority will review the funding of that placement and this may be removed.

Please note: We do not offer any discount to Nursery fees for holidays or any other absences and booked sessions are non-transferable.