

Non-Attendance Policy

We politely ask parents to inform the nursery if their child is going to be absent from the nursery, for instance, if they are going on holiday, if they have an appointment or if they are sick. Parents can contact us by phone, Family, email or in person (if they know in advance or are bringing in a sibling).

This is so that staff members know not to expect the child and can plan any changes to the routine if appropriate. For example, if a trip had been planned staff may be delayed when waiting for a child that is not attending. In this sort of situation, a staff member may contact the parents to check if the child is attending using the contact details provided. It is the room leader's responsibility to contact a parent if they need to know whether a child is attending.

If the child is in receipt of their Early Years Free Entitlement (EYFE) staff have a responsibility to tell the EYFE team when a child is absent for more than two consecutive weeks without notice.

If your child is registered to attend the nursery on certain days, but is regularly absent, or is absent for a long period of time the nursery may not be able to claim EYFE for your child and they may lose their place at nursery. If a child is going on holiday or taking time out for whatever reason, the parent must provide a date when the child will return to nursery in order to keep the child's EYFE.

When your child is absent you will still be charged for the missed session.

If a parent is unable to bring their children to nursery due to poor weather conditions you will still be charged unless stated otherwise.

A handwritten signature in black ink, consisting of a large, stylized 'O' followed by a wavy line.