



Little Forest Folk

Child Absence Policy

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Reviewed by: Xiao Flynn

Introduction

At Little Forest Folk Nursery, we believe that consistent attendance is crucial for the safety and development of our children. Monitoring children's absences plays a vital role in keeping our children safe, ensuring their well-being, and providing consistent care. By working in partnership with parents and guardians, we aim to maintain open communication to support the needs of every child.

Parent and Guardian Protocols for Reporting Absences

To facilitate the smooth operation of our nursery and ensure the safety of all children, we ask that parents and guardians adhere to the following protocols when reporting a child's absence:

- Inform the Nursery Manager: Please notify the nursery manager of any planned or unplanned absences, including the dates, duration, and reasons for the absence.
- Methods of Communication:
 - Use the Famly app to report absences.
 - Alternatively, you may call or message the nursery manager on the morning the absence commences.

By keeping us informed, we can ensure that appropriate measures are in place to support your child's return to nursery.

Staff Protocols for Unnotified or Prolonged Absences

In the event that a child is absent without prior notification, or if a child has been absent for an extended period, the following actions will be taken by our staff:



1. Attempt to Contact Parents/Guardians: Staff will first attempt to contact the parents or guardians using the contact information provided.
2. Contact Emergency Contacts: If parents or guardians cannot be reached, staff will proceed to contact the emergency contacts listed in the Family app.
3. Follow Safeguarding Policy: If all contact attempts are unsuccessful, the absence will be noted as a cause for concern. Staff will follow the safeguarding policy and ensure the absence is addressed with parents or guardians upon their return.
4. Reporting to Authorities: For absences that involve vulnerable children or those with vulnerable parents, a report may be made to the Local Authority Social Care Services. Additionally, if necessary, a police welfare check may be requested.

By following these protocols, we prioritise the safety and well-being of all children in our care. We appreciate the cooperation of parents and guardians in helping us maintain a secure and nurturing environment for our Little Forest Folk Nursery community.