



Absent Child Policy

Version History

Version	Date	Author	Changes
Initial			Initial Version
2018/12	Dec 2018	JMB	Added changes to contact parent/carer by 10am of first day of absence
2019/08	Aug 2019	JMB	Rebranded. Referred to in Personal Plan documentation
2021/08	Aug 2021	JMB	Future absences recorded on the attendance sheet

Absent Child Policy

There have been notable, although thankfully rare, occasions when a child has been within their own home when their parent or carer has had an accident or been incapacitated, leaving the child alone for a substantial period. This policy aims to provide a system to prevent this happening.

Parents/carers should inform Cambusbarron Village Nursery staff if it is known in advance that their child is going to be absent, for example, for a holiday, family event or appointment. This will be recorded by staff in the register.

In the case of sickness the parent/carers should contact the Nursery as soon as possible on 01786 430497.

If a child has not arrived at Nursery by 10 am and no prior explanation has been received staff will attempt to make contact the contact procedure below.

If a child is absent for a few days contact is normally only necessary at the time of the initial absence, but weekly contact by parents/carers is necessary in the case of prolonged absence. If contact is not made on a weekly basis, staff will follow the contact procedure below.

Contact Procedure

Staff will contact parents/carers on their usual contact number.

If staff are unable to contact parents/carers on the given usual contact number, they will then use the emergency contact numbers provided.

If staff are still unable to make contact, they will contact the child's health visitor, stating their concerns. Social Services may then need to be contacted depending on the input of the Health Visitor.

It is the responsibility of the parent to ensure that contact information is up to date and accurate.