

# EVERGREEN FOREST NURSERY

## POLICY ON CHILD ABSENCES

Nurseries are being asked, by local authorities, to ensure that they follow up on all child absences, from the first day of absence. This because there have been tragic cases of children not showing up at nursery because their parent has fallen ill or had a serious accident, with nobody realizing for some time, and the child unable to seek help.

The aim of the procedure below is solely to keep all concerned (child and parents) safe and there are no repercussions to children missing sessions at Evergreen Forest Nursery.

### Procedure for parents

- You must let us know if your child will be absent from any of their regular nursery sessions.
- If the absence you're telling us about is on that day or within a week, text or call the Evergreen team phone or message on Class Dojo.
- Use the phone number you have been given by staff at your nursery.
- Please do the above from one of your phones that we have listed as a contact, if possible. That way we have the text message stored under your child's name. If not possible, do still contact us of course
- Don't worry if the Evergreen team don't answer – just text them. You will be informed if the relevant phone number is out of action for any reason.
- Only call the office phone if you can't find the evergreen team phone number.
- If you are contacting us with more than a week's notice about a planned absence, email [evergreenforestnursery@gmail.com](mailto:evergreenforestnursery@gmail.com)
- What we will do when we are not notified of an absence:
- If the staff do not hear from parents regarding an absence, they will call all the phone numbers we have on file for that child. They will try the parents first, but then the other numbers we have listed if we get no response.
- As the purpose of the check is to ensure the safety of all concerned, if we cannot reach any of the contacts you have given us, we will, as a last resort, contact the police to request a welfare visit to check all is ok.

Policy review

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