

# Langshott Ladybirds Nursery

## Non Attendance Policy

Langshott Ladybirds Nursery aims to ensure we follow the guidelines for the acceptance of The Funded Early Entitlement, Working Family Funded Entitlement, and Funded Entitlement for Two Year Olds (FEET). The nursery aims to promote the welfare of children and have clear procedures for sharing information with parents.

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- **Parents/Carers are required to notify absence to the nursery on the first day of a child's absence.** Staff are required to know the reasons for absence and may advise on return to nursery (some illnesses may require a certain time of absence in order to prevent spread of infection).
- **Parents/Carers should notify by phone.** Giving the reason for absence and expected date of return. The nursery phone number is 07713622761 *Please note that emails and texts are not a secure form of contact with regard to sensitive information.*
- Following unnotified absence the nursery will attempt to contact the parents in order to establish reasons for absence. The nursery manager or her deputy will make the call on the first day of absence, a Whatsapp message will be left requiring the parent to return the call if it goes unanswered an email will be sent with a similar message to a provided email address. No personal information will be included, the message or email will contain a generic message as follows. Please notify the nursery, by telephone, of the reason for absence. A written record of this procedure will be made and stored in the main nursery register. If unnotified absence continues, at the next session which the child would normally attend, the previous procedure will be repeated up until the child has not attended for one calendar week, (except where there are concerns for the safety of the child when alternative procedures may be followed with regard to team around the child advice or team around the family advice or procedure, or the child is on the child protection register. ( For further information please see our Safeguarding Children Policy.)
- If a child is absent without parent notification for more than one calendar week nursery will attempt to contact the emergency contacts on the child's file and if the child remains absent for two weeks without contact from the child's parents/carers advice will be taken from the duty team at children's services. See the Safeguarding Children policy and procedures.
- If any member of staff is concerned about a child, procedures in accordance with our Safeguarding Children Policy will be followed.
- Parents are required to complete a Notification of Absence from nursery form, available from the key person or nursery manager, if they wish to take their child out of nursery for a family holiday, visiting relatives etc. This can also be used to inform

nursery staff of a visit to the doctor or other planned absence. The form will be kept in the register drawer and the daily registers marked with the relevant code for the days notified.

- If a child is in receipt of the Funded Entitlement for 3 and 4 year olds or The Working Family Funded Entitlement, the EYFE Surrey Early Years and Childcare Service will be informed of any absence of more than two weeks. Parents should inform the nursery of a return date for the child and reason for absence.
- For children in receipt of the FEET funding, unnotified absence of two consecutive sessions is followed as above and then reported to the FEET Team on 01372 833833 who will contact the referrer and talk through a strategy to re-engage the family or ascertain reasons for absence.
- Parents will be notified, in writing, of sessions allocated to their child at acceptance of a place at Ladybirds Nursery. Any changes to this allocation will be discussed with the parent and confirmed in writing.
- Full fees are payable for all types of absence.
- There is no charge for sessions closed by the nursery due to bad weather conditions or unforeseen circumstances.
- Full fees are payable if the nursery is open for business as usual.

**This policy was written with support from the EYCS procedures and guidance and with regard to the requirements of the Funded Entitlement and FEET.  
Langshott Ladybirds Nursery adheres to the principles of GDPR**

**Policy Reviewed and updated September 2025**