



Child Absence Procedure

Wise Owls Nursery is committed to ensuring children are safe and accounted for at all times. Regular attendance supports children's wellbeing, development and safeguarding.

Reporting an Absence

- Parents and carers must inform the nursery in advance of any planned absence, or by 9.15am on the day of absence.
- Absences should be reported via Family, by email, or by telephone on 01273 232308.
- If a staff member is informed verbally, they must ask the family to record the absence on Family to ensure accurate documentation.

Follow Up Procedures

- If a child is absent and the nursery has not been informed, a Director or the child's key person will contact the parent or carer to confirm the reason for absence.
- If contact cannot be made, attempts will continue and may include contacting emergency contacts where appropriate.
- Where there are safeguarding concerns or the child's whereabouts cannot be established, the Designated Safeguarding Lead (DSL) Anna Olley will consider further action, which may include contacting Front Door for Families or requesting a welfare check via Sussex Police.

Monitoring Attendance

- The DSL (Anna Olley) and Deputy DSL (Alison Holdsworth) review attendance patterns at least every six months to identify any emerging concerns.
- Where a pattern of absence is identified, the DSL (Anna Olley) will follow this up with parents to understand the reasons and offer support where appropriate.

EYFE Funded Children

- For children accessing Early Years Free Entitlement (EYFE), absences of three consecutive weeks or more will be reviewed in line with Brighton and Hove funding requirements.
- The Financial Director (Anna Olley) will contact the family to discuss funding conditions and next steps where necessary.

This procedure ensures children's safety, supports families and fulfils our safeguarding responsibilities.

Written Laura Bryson/Alison Holdsworth Sept 2018

Reviewed - 5/12/2019 LB & AH, June 2021 – LB, March 2022 – LB, March 2024 – LB, May 2025 – LB, Feb 2026- AH

Date of next Review – Feb 27