



Child Absence Policy & Procedure

At Evergreen Lodge Nursery & Preschool, we aim to ensure there are always strong lines of communication between ourselves and our parents and carers.

In the event that your child is absent from nursery, we would ask that our parents / carers:

- Notify your child’s Key Worker or the Manager in advance if your child is to have a planned absence from the setting.
- Notify the setting on the first morning of an unexpected absence that your child is to be off (by arrival time, depending on scheduled sessions) by telephoning 01530 272177 or by our Parent App or email info@evergreenlodgenursery.co.uk
- Please keep Nursery staff informed if your child is to have a prolonged absence, for us to be informed of their wellbeing and to be able to plan should any procedures / support be required to be put in place for their return.
- If your child is absent and Nursery staff members have not heard from you, the member of staff who has taken the register or the Manager will contact you by telephone after registration, up to a maximum time of 1 hour from expected start time and will refer to the Emergency Contact numbers you have given on your registration form (in order). If staff members are unable to contact you, they will move onto the other Emergency Contacts as a matter of course. You should advise your child’s other Emergency Contacts of this procedure. A record of staff actions will be logged in the Register sequentially
- In the event that staff members are unable to establish a child’s whereabouts despite their best endeavours, our Safeguarding Policy will be implemented by the Nursery Manager and a Referral will be made within one week of the first date of absence. These follow-up actions will be recorded as per the Safeguarding Policy.

Please help us in implementing this procedure which is designed to protect children in emergency situations. Please also note that it is your responsibility to ensure that Emergency Contact numbers are up-to-date. Whilst attendance at Nursery is not a statutory requirement, informing staff of your child’s absences will be very helpful to the smooth running of the Nursery and for effective forward planning for the children’s activities. It will also be good practice for when your child attends school, where similar procedures are required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2024</i>	Rachel Bird	<i>21st October 2025</i>