

## **ABSENCE REPORTING POLICY**

We record the booked sessions and daily attendance records for each child.

We ask parents/carers to inform us if their child is unable to attend nursery for any reason.

When a parent/carer informs us that a child will not be attending nursery for whatever reason, the reason will be entered in a nursery absence book, located in each room.

If a child is absent from nursery for 3 or more of their booked sessions and there has been no notification from parent/carer, the key worker will contact the parent/carer and their explanation will be recorded.

If a regular pattern of absence emerges, the keyworker would politely ask if there is any reason for this.

If a child is absent for 4 weeks, consecutive or sporadic in any half term then the local authority funding team will be informed if they receive funding.