



Little VIPs at Lowther Endowed School Absent Child Policy and Procedure

At Little VIPs Day Care we take seriously our safeguarding responsibilities.


Although we recognise that attending nursery is not statutory, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age, continuity and consistency are important contributors to a child's well-being and progress. We also believe that a good attendance routine at nursery sets the pattern for when they move into Foundation stage and their school journey begins. We understand that occasional absence due to illness, appointments and holidays is normal and we ask that you notify us well in advance when you know your child will not be attending.

Should your child be unable to attend our setting on their nominated day and time and no prior notice has been given, we would ask that you give an explanation by phone, text, Family App or email prior to the start of their booked session.

If we do not have an explanation of absence, we will endeavour to contact you within 30 minutes of the scheduled arrival time. If we fail to make contact with you we will leave you a message by phone where possible and on FamilyApp. We will also work down your emergency contact list. If we have not heard back from you or one of your contacts within 6 hours then we may carry out a home visit or report the absence to Children's Services.

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

The aim of the procedure is solely to keep all concerned (child and parents) safe and we thank our families for supporting us in this important area.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------|---|-----------------------------|
| 1 st August 2024 |  | 1 st August 2025 |