# The Waterfront Nursery: Child Absence Policy

## Child Absence Record and Tracking sheet

Child’s Name:

Child’s Room:

First date of Absence:

Return Date:

Reason for Absence:

### Contact Record

A member of staff will contact the parent/carer by 10:00am on the **first day of absence** if the nursery has not been informed of a child’s reason for not attending.

If the parent is not contactable on the first day the staff member will use the emergency contact details to try and make contact with the parent/carer to ensure the child is in good health.

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| --- | --- | --- |
| Date and time  | Contact tried and number | Staff member  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If no contact made within first week nursery will contact the health visitor.

Nursery manager MUST be informed at this point – manager will send letter to parent informing them of action taken.

|  |  |  |
| --- | --- | --- |
| Date and time | Health visitors name  | Staff member |
|  |  |  |
|  |  |  |

Date letter sent:

Once complete form to be handed into the office

Manager’s signature:

Recorded:

## End of document