



Absence Procedure

- *Parents are to notify Nursery staff; Team Leader will record absence information in diary and share with Key Worker.*
- *If a child is absent (with no notification from home) the key worker will call parent/carer between 9/9.30am.*
- *If there are any concerns with regards to absences the Key Worker will share with SLT at weekly staff meetings.*
- *Concerns will be discussed and recorded; details will be logged in child's personal file.*
- *For the safety of all children staff will encourage parents to call with regards to absence.*
- *All absences are recorded on our registers and submitted electronically through our SEEMIS system.*
- *Absence procedures will be shared on website.*