



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, Bevan Hall, New Road, Hackbridge, Surrey CR4 4JN

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ABSENCE FROM NURSERY PROCEDURE

Humpty Dumpty Pre-school is fully committed to safeguarding and promoting the welfare and well-being of children and expects all staff and parents to share this commitment.

Whilst attendance at nursery is not a statutory requirement, informing staff of your child's absence is requested by us as part of our safeguarding policies and procedures.

We follow the procedures below in the event of your child being absent from nursery.

Parents/Carer responsibilities:

It is the responsibility of the Parent/Carer to:

1. Ensure that we have up to date emergency contact details for your child.
2. Notify us if your child is going to have a planned absence from nursery, providing details of the length and reason or absence i.e. holiday or medical appointment.
3. Where absence is due to a planned holiday, you must complete a holiday form in advance and give it to the manager.
4. Notify us at the start of the session (9.30 or 12.30) of an unexpected absence i.e. due to illness.

Procedures

1. If we do not hear from you regarding your child's absence, the Manager/Deputy Manager will try to contact your phone by the end of the first missed day.
2. If your child is absent for a second day, we will try to contact you again and then we will contact your emergency contacts.
3. If we have still received no contact from you on the third day of absence, we will try to call you again.
4. We will record all of our attempts to contact you including who was spoken to and reason for child's absence.
5. In the event that we are unable to establish your child's whereabouts after one week from the first day of absence, our safeguarding procedures will be applied and a referral to the Multi-Agency Safeguarding Hub (MASH) will be made by our Safeguarding Lead Practitioner.
6. Nursery fees are still payable during periods of absence.
7. It is a requirement of our Free Early Education Entitlement contracts to keep records of all attendance and absences.

This policy was adopted on February 2026
It will be reviewed annually