

Blackhall Nursery

Child Attendance Policy and Procedure

In line with guidance from the City of Edinburgh Council, we would ask that parents/carers:

- Notify your child's key worker or the Manager in advance if your child is to have a planned absence from Nursery
- Notify Nursery by **9.00** am on the first morning of an unexpected absence that your child is to be off) by telephoning 0131 332 8296 (please leave a message on the answer-machine if necessary)
- If Nursery staff members have not heard from you, the member of staff who has taken the register or the Manager will contact you by telephone immediately after registration as per the Emergency Contact numbers you have given. If staff members are unable to contact you, they will move on to the other Emergency Contacts as a matter of course. You should advise your child's other Emergency Contacts of this procedure. A record of staff actions will be logged in the Register sequentially
- In the event that staff members are unable to establish a child's whereabouts despite their best endeavours, the Nursery Manager will contact the Health Visitor within one week of the first date of absence or within one day if Nursery staff have child protection concerns under the Child Protection Policy. Follow-up actions will be in accordance with the Child Protection Policy.

Please help us in implementing this procedure which is designed to protect children in emergency situations. Please also note that it is your responsibility to ensure that Emergency Contact numbers are up-to-date. Whilst attendance at Nursery is not a statutory requirement, informing staff of your child's absences will be very helpful to the smooth running of the Nursery and to effective forward planning for the children's activities. It will also be good practice for school, where similar procedures are required.

Blackhall Nursery Child Absence: What to do if your child is to be absent

- **Phone 0131 332 8296 within half an hour of Nursery start times for unexpected absences (e.g. illness, one-off absence)**
- **Advise staff in advance of planned absence and expected length of absence**
- **If Nursery staff do not hear from you, they will contact you or the names you have given for Emergency Contacts half an hour after your child's absence is registered**
- **If staff are unable to ascertain your child's whereabouts after a reasonable period, they will implement Child Protection procedures**

This policy links to:

Curricular Area(s): HWB

Quality Indicator(s): 2.1 (HGIOELC)

Care Standard(s): 3.20, 3.21, 3.23 (Health & Social Care Standards 2017)

UNCRC articles: 3, 8, 11, 19

Adopted on: 30/08/2023

Appendix: Child Absent from Nursery Flowchart

