



Child Absence Policy

Abi Nursery recognises that unexplained or prolonged absences may indicate a safeguarding concern.

We therefore monitor children's attendance and follow up any unexplained absence to ensure that all children remain safe and accounted for.

Informing the Nursery of Absence

Parents or carers must inform Abi Nursery as soon as possible if their child will not be attending.

Reasons may include:

- illness
- medical appointments
- holidays
- other planned absence.

Parents should notify the nursery **before the child's usual session start time where possible.**

Unexplained Absence Procedure

If a child who is expected to attend does not arrive at nursery, the following steps will be taken:

Step 1 - Contact Parents

If a child has not arrived within **one hour of their expected arrival time**, staff will contact the parent or carer to confirm the child's safety.

Step 2 - Contact Emergency Contacts

If the parent or carer cannot be reached, staff will attempt to contact the **emergency contacts** provided on the child's registration form.

Step 3 - Assess Safeguarding Risk

If contact cannot be established and staff have concerns about the child's welfare, the Designated Safeguarding Lead will assess the situation and may contact:

Barnet MASH (Children's Social Care)

020 8359 4066

Out of hours emergency duty team

020 8359 2000

Step 4 - Escalation

If the nursery is unable to confirm a child's safety and believes the child may be at risk, the nursery may contact:

Police

999



Children Known to Safeguarding Services

Where a child is subject to:

- a **Child Protection Plan**
- **Child in Need Plan**
- or active safeguarding involvement

any unexplained absence will be **reported immediately to Children's Social Care.**

Recording Absences

All absences will be recorded, including:

- date of absence
- reason for absence
- actions taken to contact parents
- any safeguarding concerns.

Records will be maintained securely.

Partnership with Parents

Abi Nursery works in partnership with parents to ensure children's attendance is monitored and their welfare protected.

Parents are expected to keep their **contact details and emergency contacts up to date.**

Policy Review

This policy will be reviewed annually or sooner if safeguarding