

Absence Management Procedure



(Children)

Wood Wharf Kindergarten believes that every child is entitled to the best possible care and education to enable them to fulfil their true potential. We understand that attendance is a factor in child achievement, we further understand that time with parents/carers is also precious. As part of our commitment to raising outcomes for children, we ask that parents/carers follow the outlined procedure

- Inform us in advance of any known absences such as holidays, planned days out or pre-booked medical appointments so that we may support children and families where necessary during this time.
- We further ask that where a child is absent due to illness that parents/carers contact us with the nature of the illness and the estimated return date. You can log absences on the Famly app to keep us informed.
- Where a child is absent for 2 consecutive days without notification, The Pre-School Manager, will contact the parent/carer to discuss the reasons for absence. All conversations will be logged, and information stored in the child's file on Famly.
- Where a child is in receipt of local authority funding, the local authority will be notified of absences where attendance is below 75% in any one month, we will follow the advice given by the local authority regarding the continuation of the funded place
- If we are unable to contact either parent / carer we will try alternative emergency contacts on the child's file, if all attempts to contact the family are without success and we are worried for the wellbeing of the family or the child we will refer to our Safeguarding policy.
- Where a child has been absent for an extended period no matter what the reason, Wood Wharf Kindergarten will work with the parents/carer to ensure a smooth transition back into nursery.
- All absences will be recorded and monitored monthly.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>reviewed 3.11.25</i>	<i>Heleanna phair</i>	<i>3.11.26</i>
<i>reviewed 05/05/2026</i>	<i>Heleanna phair</i>	<i>05/08/2027</i>

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(Staff)

Wood Wharf Kindergarten believes that you need to be in good health to be able to care for the children well.

If you are unwell the best place for you is at home where you can rest and recover, however working with children is an important responsibility, the children create attachments with their key people and other familiar staff and when you are absent this can be very unsettling for the children.

Your team also rely on you so calling in sick should not be a regular occurrence unless you are genuinely unwell and need rest.

We do not accept general period pains, headaches and feeling sick as valid reasons to be absent from work, however if you have ongoing medical conditions related to any of the above reasons then please provide medical information and discuss this with the manager.

If you are unable to attend work you should provide 2 hours' notice before your shift starts so that adequate time is given to find cover. Legal ratios must always be maintained, if you do not provide two hours' notice you may have to attend your shift until cover can be found to replace you.

You must call the manager on 07896875695 to inform her of your absence, it is completely unacceptable to text – it is your responsibility to ensure you get through to the manager Heleanna Phair or alternatively Sultana Begum if Heleanna is on annual leave or not contactable by phone.

Do not call Heleanna or Sultana between the hours of 9.30 pm to 5am in the morning, if you know between these hours that you are unable to attend your shift the next day you can send a message informing Heleanna that you will not be at work but also call her between 5am and / or 2 hours before the start of your shift *if she has not responded to you via message two hours before your shift starts*.

Each day you are absent you must inform Heleanna BEFORE 5PM if you plan to return to work the following day, failure to follow this procedure is a breach of your employment contract and may affect your employment.

Any sickness must be supported by a Dr's note, remember that we provide 24 hours free private medical care through the Westfield app, appointments are quick and easy to book through the app, with many appointments available every day.

Repeated absence from work will be discussed at a return-to-work meeting with your manager and again may affect your employment contract.

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