



Absence Procedures for Children

Approved by:	Governing Body	Date: 1 st June 2026
Last reviewed on:		
Next review due by:	September 2026	

This policy is to ensure the health and safety of all children registered in our setting in terms of their absences.

Aims- This policy should:

- Maintain continuous communication between families and the setting.
- Support and safeguard children and families

Absence procedure

Day One

1. When a child is absent, parents are to be contacted as a courtesy call 30 minutes after their session starts.
(Emergency contacts should be contacted if parents have not replied).
2. If the child or family is considered to be vulnerable, or it is unknown if there are any vulnerability factors, the manager will consider accelerating the response and/or escalating the concerns.
3. Families who are supported by MAT should be contacted immediately and their family practitioner notified in all cases of absence.
(This needs to also be recorded on the child's chronology of significant events)

Day Two

4. Continue to attempt to call the parents/carers and/or emergency contacts at:
 - 9 am
 - 12 pm
 - 3 pm
 - 5:30 pm

Day Three

5. After the relevant calls have been made if after 48 hours there is no contact, a home visit should be arranged for the third day and carried out by 2 members of permanent staff including a senior.
6. If the home visit is unsuccessful, a safeguarding officer needs to be informed and handed a chronology of absence.

It is the responsibility of all members of staff to adhere to this policy and notify a senior member of staff when following it.

Designated Safeguarding Leads

Pete Brodie– Deputy Headteacher Harrington Hill Primary School

Majlinda Duraku – Oldhill Day Care Lead