



Child absence policy

Clyde Nursery Ltd operates a registration system which monitors the daily attendance of all children scheduled to come to Nursery. This takes account of the times of attendance, with staff signing the child in and out of Nursery and a register taken in each room by a senior member of staff.

Where a child fails to attend Nursery and there has been no report or reason for the absence given by a responsible adult and there are no known circumstances causing concern, the following procedure is introduced:

- On the first day of absence, the child's absence is recorded on the Nursery daily schedules of attendance and the Nursery Manager is notified. If deemed necessary, a phone call will be made to determine why the child will not be attending nursery on that day and when they are likely to return.
- On the second day of non-reported absence, the Nursery Manager will try to contact the child's parents/carers by telephone to establish the reasons surrounding the absence.
- A record is made in the Nursery diary that the child is absent, and no notification has been received.
- If the parents/carers cannot be contacted after three absence days, or in the case of a child attending one day per week after the second absence, emergency contacts will be referred to in order to establish the wellbeing of the child.
- If no contact can be made with parents/carers or emergency contacts, at this point the Nursery Manager will make the decision whether or not to refer the unexplained absence to the Local Authority Child Protection Officer.

Where there are known circumstances causing concern, and a child fails to attend Nursery and there has been no report or reason given for the absence by a responsible adult, the following procedure is introduced:

- The Nursery Manager will immediately make the decision whether or not to refer the unexplained absence to the Local Authority Child Protection Office.

Clyde Nursery's Child Protection Co-ordinators are:

The Nursery Manager and allocated Team Leaders who can be contacted on 01436 821698

The local childcare team for Helensburgh and Cardross is based at:
Helensburgh Civic Centre
Tel: 01546-605515

The local childcare team for Alexandria, Dumbarton, Renton, Balloch, Bonhill, Luss & Tarbet is based at:
16 Church Street, Dumbarton, G82 1QL
Tel: 0141 562 8800

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: January 2026
Date of next review: January 2027