Absence Procedures – Nursery pm

Hasland Infant
And Nursery School

S M I L E

We All SMILE

Nursery starts at 12.20pm.

If your child is absent then you must notify the school office with the reason by 12.40pm. This is then recorded on the register.

If no reason for absence is provided by 12.40pm, School will telephone you to request the reason for absence. If we are unsuccessful in contacting you by 12.45pm we will telephone your child's emergency contacts.

If no reason by 1.00pm.

School staff will visit you at home. If the home visit is unsuccessful, we may contact other agencies. Your child will be marked as unauthorised on the register, and we will initiate our attendance procedures.

If satisfactory explanation is provided, the absence will be authorised.