



LEECHPOOL CATERPILLAR NURSERY & AFTERSCHOOL CLUB

ATTENDANCE AND ABSENCE POLICY & PROCEDURE

Although it is not compulsory for a child under the age of 5 years old to attend nursery, Leechpool Caterpillar nursery request that if your child is absent for any reason such as sickness, holiday, appointments or playdates that the parents or carer's contact us to inform us on by 9.30am on the first day of absence. This can be via telephone, email, on the Seesaw platform or by popping in.

If contact is not made, a member of staff will telephone the family using the contact numbers provided on your child's registration form and/or via your child's Seesaw account

There may be circumstances where, if we cannot contact the family, we may telephone IFD (Integrated Front Door Team) for advice.

Persistent absence may result in your child's place being offered to other families. Particularly with those families who access sessions through Funded Entitlement.

Contact details:

Child's Seesaw account

Email: nursery@leechpoolnurseryclub.co.uk

Tel: 01403 900622