

Nursery Education Fund

Child's absence policy

Sickness

It is recognised that children are sometimes ill and are not always able to attend their nursery provision.

If your child is continuously absent from the nursery for more than 15 term-days, the nursery will inform the Education Department. A representative from the Department will contact you to determine the nature and the likely length of the absence from the nursery.

Following these discussions, the Department may decide to suspend payments to the nursery, if it is likely your child will not return to the nursery in the near future. Any such decision will only be taken following consultation with yourself and the nursery manager.

Proof of your child's illness, for example, a doctor's note, may be requested to explain the absence period.

Other absence

It is recognised that on occasions children are absent from a nursery provider for reasons other than sickness, for example because they are on holiday.

If your child is continuously absent for more than 15 term-days the nursery provider will inform the Education Department. A representative from the Department will contact you to determine the nature and likely length of your child's absence from the nursery.

Following these discussions, the Department may suspend payments for your child until they return to the nursery. If the Department suspends payment, the nursery provider will be entitled to charge you for the hours of nursery education non-attendance until your child returns. This is to ensure your child's place at the nursery remains available. Once your child returns to the nursery, the Department will continue the payments for your child.

If you refuse to pay the nursery provider for non-attendance following your child's 15 consecutive term-day absence, the nursery provider will be entitled to serve notice for this place.

The Education Department also reserves the right to suspend payments for children who have multiple occasions of absence.

I HAVE READ, UNDERSTOOD AND AGREE WITH THE CONDITIONS OF THE CHILD'S ABSENCE POLICY.

NAME OF PARENT: _____

SIGNED: _____ **DATED:** _____