**Non-Attendance Policy**

**Policy statement**

This sets out the procedures to be followed in the event that a child is absent from pre-school.

**Procedures**

* If you are planning holidays during term time you must let us know in advance so we can

record this in our register.

* If your child is sick or cannot attend for some reason, you must call us before 9.15am that

day to let us know.

* If we have not heard from you by 9.35am we will call you to establish why your child is

absent.

* If we cannot make contact with a parent/carer we will use all the contact details and the

emergency contacts you have given us to try to establish why your child is absent.

* If we are concerned about the welfare of a child we reserve the right to contact social

services.

* Fees remain payable during periods of absence, unless alternative arrangements have

been agreed.

* We must notify Essex County Council where children in receipt of Early Years Free

Entitlement are absent for more than 2 weeks in a term.

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| This policy was adopted by | Sheering Village Pre-School | *(name of provider)* |
| On | 01st October 2019 | *(date)* |
| Date to be reviewed | October 2020 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Angie Rivoire | |
| Role of signatory (e.g. chair, director or owner) | Manager, Director | |