

Attendance Policy

We are committed to safeguarding children and promoting their wellbeing. We believe that regular attendance at Pre-school is important for children's wellbeing and we wish to minimise unexplained absence as part of our commitment to keeping children safe.

The guidelines below set out the procedure for parent/carers in the event that their child is absent

1. If your child is sick or unable to attend for whatever reason you must notify the manager or your child's key person before the time they are due to arrive. Please call or text us ASAP on the Pre-school landline or mobile telephone number. If you do not call once we have opened and your child is absent a member of staff will contact, you to check the wellbeing of your child
2. If you have booked a holiday, please inform us of the dates as early as possible, this will not affect your funding, however fees will still apply.
3. If a child is absent for two continuous sessions with no notification and no successful contact with parent/carer. The manager will telephone the other named emergency number(s) on child's information form.
4. If after all the above, no contact or notification is gained and the setting has any concerns about the safety or wellbeing of a child we will follow our safeguarding procedures outlined in our safeguarding policy. This is shared with parents/carers.
5. If a child is a Looked after Child, subject to a Child Protection Plan or a Child in Need, we will notify the child's social worker of any unexplained absence.
6. A log will be kept of any absences.

Policy Reviewed February 2018
Next Review Date February 2019