



## **Non-Attendance Policy**

This policy sets out the procedures to be followed in the event of a child being absent from preschool

- We ask that parents let us know if there are going to be any planned absences and provide a reason in advance, such as holidays or family days.
- If a child is unwell we expect parents to call, text or email within 20 minutes of their usual arrival time on the first day their child is absent. The management will then respond with a text or email to confirm that they have received the message.
- If have not heard from the parent/carer by this time a member of staff will call and find out the reason for the absence. The member of staff will then add this information to the register. If staff are unable to get hold of the parent/carer we will then attempt to use the emergency contacts named for the child.
- If the management are concerned about the welfare of the child, or if vulnerable children are consistently missing sessions we will follow the safeguarding procedure as set out in the Safeguarding Children and Child Protection Policy.

We ask that parents to tell us about any planned holidays as far in advance as possible. Parents will still have to pay fees when their child is absent. However if parents give us more than six weeks' notice they will not be charged for the session while they are away.

The preschool has a duty to inform Surrey County Council where children who are in receipt of Early Years Free Entitlement are absent for more than two consecutive weeks in a term, and can only claim funding if the parents have given a date when the child will return to the setting.

If preschool remain open during poor weather conditions but parents are unable to bring their child in, or choose not to bring children in they will still be charged. This also applies if the setting closes due to unforeseen circumstances such as a power failure or heavy snow. Please also see the Emergency Closure Policy for further details.