



Non-attendance policy

Statement of intent

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

Procedure

- We ask parents to let us know in advance if they are planning holidays during term time so we can record this in our register.
- If a child is sick or cannot attend for some reason, we ask parents to call us as soon as possible that day to let us know.
- If a child is absent and we have not been informed by 9.30am, we will call parents to establish why the child is absent.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts we have been given to try to establish why the child is absent.
- We will consider patterns and trends in a child's absences and their personal circumstances to use our professional judgement when deciding if a child's absence should be considered as prolonged. Consideration will be given to a child's vulnerability, parent/carer's vulnerability and their home life. If we are concerned about the welfare of a child we reserve the right to contact social services and/or request a police welfare check.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We must notify Surrey County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term

This policy was adopted at a meeting of	<u>Child's Play Pre-school</u>	name of setting
Held on (date)		
Signed on behalf of the Proprietor		
Role of signatory (	owners	
This policy was reviewed on	<u>05/11/25</u>	(date)
<i>continue as necessary</i>		(date)