

Non- Attendance & Sick Child Procedure

Non-attendance policy

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

- 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 use all contact details and emergency contacts you have given us 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 Surrey County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term

Sick Child Procedure

If a child becomes sick or feels unwell at Pre-school the following procedures should be followed:

- A member of staff will take the child to a quiet area to comfort him/her. The child may need to be monitored depending on what is wrong with them.
- Another member of staff will phone the parent/carer or emergency number if parent/carer is unavailable, to arrange for child to be collected.
- The child will remain with a staff member until the parent/carer arrives.
- When the child has gone with the parent/carer, or authorised person, a member of staff will mark in the register that the child has gone home and note the time.
- Parent/carer to be reminded that in the case of sickness/diarrhoea children should be kept away from Preschool for 48 hours after last bout.
- Parent/carer to be reminded that in the case of 'swine flu' children should be kept away from preschool for at least 48 hours from last symptoms clearing.