

# ***Non-attendance Policy***

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## **Statement of intent**

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

## **Procedure**

- 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 on the day to let us know. You must call before 9.15am for morning sessions and before 12:45 for afternoon sessions.
- If we have not heard from you by 9.35am (morning sessions) or 13.05pm (afternoon sessions), 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 Surrey County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.