



ABSENT REQUEST POLICY

Purpose of policy

KiddiFeet is committed to ensuring that child welfare is completed within the requirements set out by law. KiddiFeet must identify the correct procedures when informing parents and recording information that is personal.

Persons Responsible?

It is the responsibility of the management, any staff member, parent/carer, that has a duty of care for the children, to ensure these procedures are followed and adhered to.

How this policy is implemented!

Detailed procedures will be available for everyone, to ensure that all know what to do in the event a child is absent. This procedure should include the name of the child, reason for absence, and the duration. All documents will be signed and recorded privately.

Procedure

All parents wishing for their child to be absent from preschool education must abide by the education authority's guidelines. All parents must inform the school prior to any arranged holiday if it coincides with their child's preschool education. Absent days must have a reason given and these are recorded in the child's permanent record.

It is the kindergartens obligation to assess if the effects of a child being absent will affect their child's progress to complete the preschool requirements due to frequent absences. If the school is concerned with the amount of absence and that this is having a negative impact on a child's developmental progress, either academic or socially. The school will need to inform the parents that the child should remain in preschool education, if the parents persist on their child being absent, the school is bound by law to inform social services of the matter.

For more than 1 week's holiday (during preschool education)

This form should be completed 2 weeks prior to the date of the holiday, this allows for teachers to organise a discussion about the impact it might have on the progress of the child.

Short holidays less than a week

The school must be informed of your decision to be absent, the form should be filled prior to the holiday, but must be written and signed for.



Other absences

Absent days due to sickness or for other recreational pursuits, must still have the form filled and attached to the child's personal file.

Disclaimer

It is not the responsibility of the school staff to fill the forms or inform the parents of the need to do so. If children are away from the school more than 5 days collectively over each term, without any information or reason, we must contact social services and inform them.

Action

All parents will be informed on any decisions related for the need to contact social services, but this will only effect parent's who do not cooperate with the policy and the laws required from the education authority. This action will be enforced by the manager or the owner.

Last Updated / Reviewed On:	Signature
07.07.2018 (New Policy)	Michael Hutchinson
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