

Bisley Base Ltd

Non-Attendance Policy for Pre School only

Non-attendance policy Statement of intent. 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 contact 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

This policy was adopted by: Bisley Base Ltd/Pre School	Date: 2020
To be reviewed: 01/09/2021	Signed: Lynda Faithfull

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Health [3.45-3.46]*