

Non Attendance Policy for Roxwell Pre-School

Policy statement

At Roxwell Pre-school we understand that there maybe times that your child is unable to attend Pre-school. The procedures that we will follow in the event that a child is absent from pre-school are listed below.

Procedure

* If you are planning holidays/days out during term time please let us know in advance so we can record this in our register. You can do this by either emailing [info@roxwellpreschool.co.uk](mailto:info@roxwellpreschool.co.uk) or by calling/texting the Pre-school phone on 07719 969245.
* If your child is sick or cannot attend their booked session for any reason, please call or send a text message to the Pre-school phone 07719 969245 before 10am that day to let us know.
* If we have not heard from you by 10am we will call or text you to establish why your child is absent so we can log this in our register next to your child’s name.
* If we are concerned and cannot make contact with parent/carer we may use the contact details and the emergency contacts you have given us to try and 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 Essex County Council where children in receipt of 2 year old funding are absent for over 2 weeks.

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |