

**Non-attendance Policy**

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

**Procedure:**

1. All absences are recorded in the daily register.
2. If you are planning holidays during term time you must let us know in advance so we can record this in our register.
3. If your child is unwell or cannot attend for any other reason, you must call or email us, ideally, before 9.15am that day, to let us know.
4. If we do not hear from you, the manager or deputy manager will contact you, usually by email to enquire why your child is not at pre-school.
5. 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 the Surrey Children’s Single Point of Access (C-SPA) 0300 470 9100, the Emergency Duty Team (EDT) 01483 517898 and/or the police 101/999.

When a child is absent from pre-school for any reason, normal fees remain payable.

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.