

## **Non-attendance Policy**

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

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.

Procedure:

- All absences are recorded in the daily register. Parents should notify pre-school as to why their child is absent and this reason will be recorded on the register.
- 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 unwell or cannot attend for any other reason, you must call or email us, ideally, before 9.15am that day, to let us know.
- If we do not hear from you, the manager or deputy manager will contact you, usually by email or phone to enquire why your child is not at pre-school.
- 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.