



Non-Attendance Policy

Attendance in Pre-school is paramount, and reduced attendance does have an impact on a child's development.

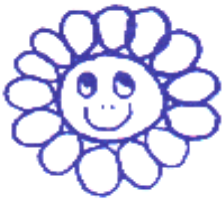
The guidance set out below is to help you understand the procedures you must take and the procedures we will take.

- We expect parents to **call** Pre-school before 10am on the first day their child is absent and give information of the reason for absence. If a parent is unable to connect via phone, a text is the second method of contact, and an email is the last method.
- Parent will be contacted by the Supervisor or the Deputy after 10am if we have not had initial contact.
- A record of this information is kept with your child's registration details.
- If we have made unsuccessful attempts to contact the parent, we may feel it necessary to contact your child's named 'emergency contact' to follow up on absence.
- If we have an unexplained long absence and know your child attends another setting, we may feel it necessary to contact the setting.
- Parents who have a planned holiday or day away will be required to fill out a holiday/absent form.

The Pre-school will be aware of children that are subject to a child protection plan or child in need plans and any defined attendance criteria within the plan. It is our responsibility to notifying the social worker of non-attendance.

If the Pre-school management team feel the family need external support through Early Help, we will discuss this with the parent and using the indicators of need within the Effective Family Resilience Surrey guidance, support you.

If we are concerned about the welfare of your child, we will follow our procedures set out in our Safeguarding policy.



Heatherside Pre-school

Parents who claim Free Early Education (FEE) for 3- and 4-year-olds or Free Early Education for Two-year-olds (FEET) should be aware that the Pre-school will inform the funding team of absence of more than two consecutive weeks.

Parents of Fee-paying children will be charged for holidays taken and not refunded for absences.

Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine

Reviewed & re-agreed at AGM held 07th October 2022 Chair Alex Constantine

Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine