

Non-Attendance Policy

It is the responsibility of the parent/carer to notify the Pre-School manager by phone or email if your child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know then.

If your child attends a morning or full day session please inform us as soon as possible and no later than 09:30am or 12:30pm for an afternoon session.

If we haven't heard from you a senior member of staff will contact you by telephone. We will also keep a record on non-attendance and our contact attempts.

If we have had no contact with you or are concerned about the welfare of the child our DSL/DDSL (designated safeguarding lead and deputy lead) will contact the local authority through the local safeguarding children's board.

If you claim EYFE funding, long or regular absences may affect your entitlement. We would need to contact the Wiltshire Early Years and Childcare Service. We would notify you when we have done this.

All absences are payable in full and is stated in our terms and conditions.

This policy was adopted at a meeting of the pre-school held on 11th April 2018

Signed on behalf of the pre-school.....