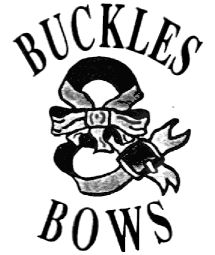


NON-ATTENDANCE POLICY



Aim

We aim to ensure that if a child is absent from our setting we are clear about the reasons for this absence and the reasons are recorded and, if necessary, addressed.

Methods

In order to achieve this aim, we operate the following non-attendance policy.

- We ask parents/carers to notify us of any absence and provide a reason for non-attendance and we record this within the setting.
- We request parents/carers to notify us within an hour of the session starting if their child is going to be absent. This can be done by a phone call or an e-mail to the manager or administrator.
- If the parent or carer does not make contact within 48 - 72 hours we will make every effort to contact the parent via phone and/or e-mail.
- If we cannot contact the parent/carers and we have welfare concerns we will follow the procedures within our safeguarding policy.
- We ask parents/carers to notify us of any planned holidays in advance, we ask for this in writing either via a letter or an e-mail.
- We will notify Surrey Early Years if the child is absent for more than ten consecutive days and the parents will be notified of this via a letter or an e-mail.
- If a child is regularly absent we will be keeping notes for auditing purposes and the parents/carers will be notified of this via letter or e-mail.
- Parents/carers are made aware via the setting contract that they will still have to pay fees for any missed sessions.