

# WORLINGHAM PRE-SCHOOL

## Attendance & Absence Policy

### Statement of Intent

Our setting is committed to safeguarding children and promoting their Wellbeing.

### Aim

The pre-school aims to work closely with parent/carers to identify any unexplained absence to ensure the safety and wellbeing of children.

### Method

The guideline below sets out the procedure for parent/carers in the event their child is absent (planned/unplanned)

### Procedure

- 1/ If your child is sick or unable to attend for whatever reason you must notify the manager of non attendance before 8.45am on the pre-school telephone **01502 712115** or mobile (**07920 129490**) to speak to a member of staff or leave a text or message on the answer phone or email.
- 2/ If you have arranged an holiday during term time please notify us in writing of the days your child will be absent.
- 3/ If the pre-school has not received acknowledgement of absence, by the end of the session your child should be attending, the manager or keyperson will contact the parent/carers to check the wellbeing of your child.
- 4/ If a child is absent for three continuous sessions with no notification and no successful contact with parent/carer. The manager will telephone the named emergency contact number on child's registration form. If this proves unsuccessful a letter will be sent to the child's address asking parent/carer to contact us.
- 5/ If after all the above, no contact or notification is gained and the setting has any concerns about the safety or wellbeing of a child we will follow our safeguarding procedures outlined in our safeguarding policy. (This has been shared with parent/carers)
- 6/ If a child is a looked after child, subject to a child protection plan or a child in need then the pre-school must notify the child's social worker of any unexplained absence.

**(Fees continue to be payable if a child is absent or is on holiday. In cases of prolonged absence, parent/carers should consult the pre-school manager about fee payment as set out in our Admission and Settling- in policy)**

This policy was adopted by	Worlingham Pre-School	<i>(name of provider)</i>
On	<u>7<sup>th</sup> January 2021</u>	<i>(date)</i>
Date to be reviewed	<u>November 2021/January 2022</u>	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	