

## Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



## 1.7 Non-Attendance

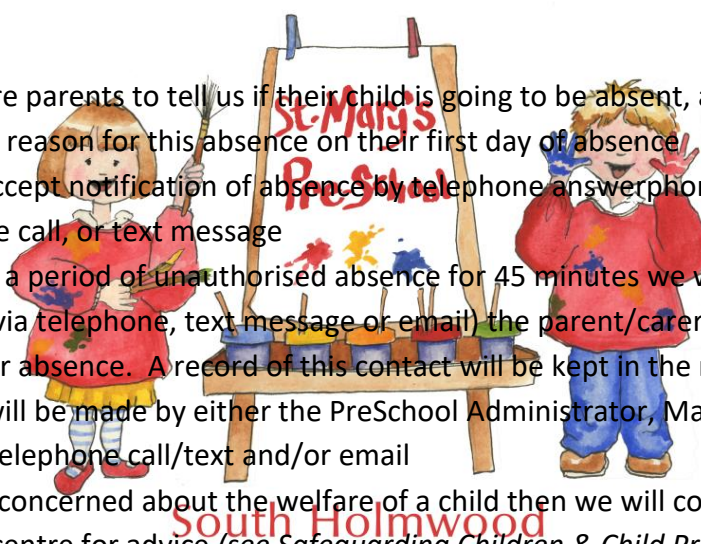
### Policy Statement

The St Mary's Pre School recognises the importance of frequency of attendance and commitment to attending health and educational appointments to ensure children develop and reach their full potential.

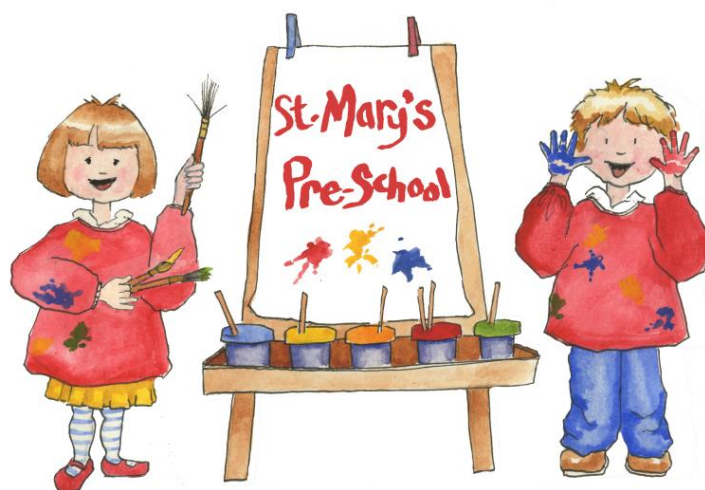
It is important that parents/carers communicate reasons for absence(s) both unexpected and planned, ie. illness, holidays, appointments etc as this may affect their funding and/or general welfare.

### Procedure

- we require parents to tell us if their child is going to be absent, and we ask them to provide a reason for this absence on their first day of absence
- we will accept notification of absence by telephone answerphone message, email, telephone call, or text message
- following a period of unauthorised absence for 45 minutes we will endeavour to contact (via telephone, text message or email) the parent/carer to ascertain the reason for absence. A record of this contact will be kept in the register.
- contact will be made by either the PreSchool Administrator, Managers, or senior staff via telephone call/text and/or email
- if we are concerned about the welfare of a child then we will contact Children's Services centre for advice (*see Safeguarding Children & Child Protection Policy*)
- we do request parents inform us of planned holidays in advance
- if Early Years Free Entitlement (EYFE) is being claimed, we inform the team at EYFE Surrey Early Years and Childcare Service, if a child is absent for more than two consecutive weeks
- Managers will review the attendance register at regular intervals and record any patterns of absence. Parents will be contacted, if necessary, to remind them of their contractual agreement when claiming EYFE
- we inform parents that fees are still payable if their child is absent (*as detailed in our Parent Contract*)



This policy was adopted by The St. Mary's Pre-school (name of provider)  
On \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_



South Holmwood