



6.11 Non Attendance

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. This procedure should be read alongside Early Years Practice Procedure 9.2 Attendance and Absence.

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 and to remain in regular contact with us whilst the child continues to be absent
- we will accept notification of absence by mobile telephone message, email, telephone call, or SMS 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.
- if we are not notified of the reason for absence we have a duty of care to continue to try to contact you, and any emergency contacts supplied by you. If we are unable to ascertain the reason for absence, it may be necessary for us to contact outside agencies for guidance and this may include Child Services and the Police to request a welfare check.
- we 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.
- fees are still payable by parents/carers if their child is absent (*as detailed in our Parent Contract*)