

Absence Procedure

Statement of intent

It is our intention that all children gain the best possible developmental outcomes during their time at preschool and this can only be obtained via regular attendance.

Aim:

We (The Management) aim to achieve this by stressing to parents/carers the importance of their child attending their allocated times at preschool. However we appreciate that at times absence is unavoidable and therefore have the following procedure in place.

Methods:

1. In the event of a planned absence, we request that we are notified of this beforehand, either verbally or via a text or a phone call.
2. In the event of sickness, or an unavoidable absence, we request that we are notified on the first day of absence via a text or a phone call.
3. If a child does not present at preschool, and no reason has been given for this, we will attempt to make contact with their parent/carer by telephone, within two hours of the child's allocated session starting time.
4. If no contact is made and the child is absent for a second consecutive session, a further attempt at contact via telephone will be made.
5. If there has been no successful contact on either occasion and the child is absent for a third consecutive session, then an attempt at contact with a listed emergency contact for the child, will be made.
6. If a child fails to attend for three consecutive sessions and no contact between family and provider has taken place, the child's place within the setting may be reviewed.
7. Following review, a letter will be sent, recorded delivery, to the child's address giving a full explanation of why the review has taken place and the resulting outcome from it.
8. We reserve the right to revoke the absent child's place if it is in the best interests of the business.

Please note in the event of a safeguarding concern, the above methods will not be adhered to and we reserve the right to make contact with children's social services, our local authority or the police, at any point during a child's absence period.

Version:	Changes Made:	Author:	Date:
1.0	Baseline version	Lyn D	3rdMay 2018
1.0	Reviewed, no changes made	Lyn D	15thMarch 2019
1.0	Reviewed, no changes made	Lyn D	8 th Oct 2020
1.0	Reviewed, no changes made	Lyn	9 th Nov 2022
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