



## 1.7 Absence Policy

### Policy statement

We believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. Also, we believe regular attendance at nursery can set good practice for school.

Our aim is:

- to create a culture in which good attendance is 'normality' and valued
- to value the individual and be socially and educationally inclusive
- to be consistent in implementation of our policy and procedures

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. We will collate and monitor attendance information for all children each term in line with safeguarding good practice.

This policy sets out the procedures to be followed in the event of a child being absent from Mother Goose Pre-School.

### Procedures

- We ask that parents inform us in advance of any holidays, doctors/dentist appointments or any other planned absences from the pre-school.
- For any un-planned absences, for example if a child is sick, we must be notified by 9.15 on the morning of usual attendance.
- If we have not heard from the parents or carers by 9.30am, we will call the primary contact to establish the reason for absence.
- If we cannot make contact with a parent or carer we will use all the contact details and the emergency contacts we have on file, to establish why the child is absent.
- If we are concerned about the welfare of a child, we reserve the right to contact social services.
- We will record absences in the register using the following:
  - U = unauthorised absence (i.e. where we have not been notified in advance of the session that the child will not be attending)
  - A = authorised absence (i.e. where we have been notified in advance of doctors/dentist appointments etc.)
  - H = holiday
  - S = sickness

- Fees remain payable during all periods of absence, except in exceptional circumstances which must be pre-approved by the Pre-School Treasurer.
- We must notify Cambridge County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.

<b>Version</b>	<b>Changes Made</b>	<b>Author</b>	<b>Date</b>	<b>Review Date</b>
1.0	Baseline version	N Hanlon	16 <sup>th</sup> April 2018	August 2018