

Rougham Acorns Pre-school and Woodlands Extended Care

Non Attendance Policy

- Parents are asked to inform the setting if their child is going to be absent and provide a reason; for example they are sick or on holiday.
- Parents are asked to phone in before the start of their child's session, on the first day of absence.
- If we have not heard from the parents by the second session of absence then the manager will contact the parent, this information will be recorded, if no response is gained then Customer First will be contacted.
- If a child is a **Looked after child**, subject to a **Child Protection Plan** or a **Child in need**, then the Social Worker must be informed of any unexplained absence.
- If our setting has any concerns about the safety and wellbeing of children then we will follow the safeguarding procedures outlined in our **Safeguarding Children Policy**.
- If your child is claiming Early Years 2,3 or 4 year old funding and have any unexplained absences then we will have to refer this to the Early Years and Childcare Team.

This Policy will be reviewed annually Next Review date.....

This policy was adopted on

Signed.....Chair

Signed.....Manager