



## **NON ATTENDANCE OF CHILD POLICY**

Parents must phone the school if their child is going to be absent and provide a reason, for example if they are sick or if they are going to a doctor/dentist appointment or on holiday. Parents must phone on the morning their child is absent for a sickness reason and let us know in advance if they have an appointment or are going on holiday.

If Parents have not contacted us after 24 hours of the child not attending either the principal or Key worker for that child will telephone them. A record will be made in the child's learning journey. If we cannot contact them within 24hrs we will email the parents



If you are concerned about the welfare of the child what procedure we will refer to our safeguarding children/ child protection policy.

We ask parents to tell us about any planned holidays in advance by email, in person or by phone.

As we claim Early Years Free Entitlement (EYFE), we tell the EYFE team at Surrey Early Years and Childcare Service when a child is absent for more than two consecutive weeks. We also advise parents that we you are doing this. (Where we know that a child is likely to be absent for more than two consecutive weeks we claim EYFE but only if the parent has given us a date when the child will return to your setting.)

Parents are aware that they have to pay fees when their child is absent. This information is included in our terms and conditions.

