

**ABSENCE AND MISSED SESSION POLICY**

In order to comply with funding requirements and as part of our ongoing safeguarding commitment, the Pre-School requests that the following procedures should be followed if a child is absent from the setting on his or her designated session.

**Absence due to holidays:**

A completed holiday form is required as soon as possible prior to the holiday and handed to a staff member who will record the information, attaching the form to the diary. The information on the form allows staff to record the last day the child will attend the setting and the return date. Forms are available on request.

**Absence due to appointments/family commitments:**

Parents/carers are required to notify the setting that their child will be absent from their sessions, either prior to the appointment or by telephone/text in the morning.

**Absence due to illness:**

Parents/carers are required to notify the setting as soon as possible on the first day of absence, either by phone or text. We ask that staff are kept informed of any ongoing illness which may see the child absent for any length of time.

**Missed sessions:**

Pre-School is regularly audited with regards to those sessions allocated to children in receipt of early years funding, for this reason, staff keep a daily register noting any absences. Pre-School must account for any absences and indicate the reason the absence occurred. Persistent unexplained absences could lead to funding being withdrawn. If during an academic year a child's attendance falls below 80% this will be passed to the designated safeguarding lead, as part of our commitment to safeguard children and the child's place and funding may be withdrawn.

While staff endeavour to answer all calls, the nature of our working environment means it is not always immediately possible, where this is the case parents are required to leave a message allowing staff to return a call if necessary.

**In all cases of unexplained absence, if parents have not contacted the Pre-School, the staff will contact parents/carers to establish a reason. If a child is absent for more than five consecutive days then a home visit will be made as part of our commitment to safeguard children in our care.**