

CHILD ABSENCE POLICY

Early Learning & Childcare

Parents are asked to inform staff if a child is to have a planned absence from the pre-school centre and to inform them by telephone on the first day, before 12 noon of an unexpected absence. The Centre will attempt to make contact with parents/carers if no telephone explanation is received.

Where a child has missed pre-school sessions for 3 days without any explanation forthcoming, pre-school staff may telephone our health visitor or social services. If neighbours, other parents or staff do not know of their whereabouts.

Out of School

Parents are asked to inform staff if children are going to be absent from the Centre. Parents will still be charged, as per their booking forms.

- Staff will check with Primary Schools before leaving if a child on their list does not come out of the school building. For further information please see child collection policy.

Date last reviewed Jan 2019

Date of next review Jan 2020

Signature _____

Designation _____