

## Policy 1.10

## Fazeley Pre-school Attendance Policy

### Statement of Intent

Fazeley Pre-school is committed to safeguarding children and promoting their wellbeing. We believe that regular attendance at Pre-school is important for children's wellbeing and we wish to minimise unexplained absence as part of our commitment to keeping children safe.

### Aim

Fazeley Pre-school aims to work closely with parent/carers to identify any unexplained absence to ensure the safety and wellbeing of children.

### Method

The guidelines below sets out the procedure for parent/carers in the event that their child is absent (planned/unplanned).

### Procedure

- If your child is sick or unable to attend for whatever reason you must notify the Pre-school
- Please call us on 01827 250894 during opening hours
- You can also contact us via email at [fazeleypreschoolinfo@gmail.com](mailto:fazeleypreschoolinfo@gmail.com)
  
- If you have booked a holiday, please inform us of the dates in writing as early as possible. Holiday slips are available from the desk
  
- If we have not received acknowledgement of absence, by the middle of the session your child should be attending, the manager or key person will contact parent/carers to check the wellbeing of your child.
  
- If a child is absent for two continuous sessions with no notification and no successful contact with parent/carer. The manager will telephone the other named emergency contact number(s) on child's information form.
  
- If after all the above, no contact or notification is gained and the setting has any concerns about the safety or wellbeing of a child we will follow our safeguarding procedures outlined in our safeguarding policy. This is shared with parents/carers.
  
- If a child is a Looked After Child, subject to a Child Protection Plan or a Child in Need, we will notify the child's social worker of any unexplained absence.
  
- A record is kept of all absences and reasons given for such absences. A record is also kept if no contact/reason has been given for an absence. If this is the case, we record when and how we have contacted them.

This policy was adopted on November 9<sup>th</sup> 2016 and will be reviewed again in November 2018 unless it is considered necessary beforehand because of changes in legislation etc.

Signed on behalf of Fazeley Pre-school Committee

Maria Haden  
Chairperson