



NORTHLEACH PLAYGROUP

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

Absence Policy

Statement of Intent

This sets out the procedures to be followed in the event that a child is absent from pre-school

Aim

To apply the Absence Policy outlined below to effectively ensure that our setting is following safeguarding procedures.

Method

- If you are planning holidays during term time you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call/email us before 9.15am that day to let us know.
- If your child is absent for 2 days without any contact from parents/carers then the Manager will contact the family.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child we reserve the right to contact social services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We must notify Glos County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.

Signed on behalf of the Management Committee _____

Role of signatory (e.g. chairperson etc.) _____