



## Non-Attendance policy

### Policy statement

- The child and their wellbeing is paramount, when a child's absence is unexplained every effort will be made to contact the family to ensure that the child is safe and well.
- Parents are asked to inform the setting of any absences, if this is not done then the supervisor will follow this up on the first day of absence.

### Procedures

In the event of a child being absent from the Pre-school, without prior arrangement the procedure that the Pre - school should follow is:-

- A parent / carer will be contacted on the first day of any unauthorised absence within half an hour of registration or when practical to do so, this will be to obtain or confirm the reason for non-attendance, this information will be logged in the register.
- If this is due to the child starting a new setting, then details should be sought so this can be confirmed and transition forms forwarded.
- If the family cannot be contacted and this raises concerns or the explanation for the absence is confused or unclear then the setting should seek advice from the children's services duty team to ensure that the child is safe (see the Safeguarding children policy for guidance).
- If contact cannot be made and does not raise concerns at this stage then the absence will be marked 'U' for unexplained, if the child is absent for a continuous period of more than three days and the parents are still uncontactable, the emergency contacts will be called and if this does not produce an acceptable outcome then the children's services duty team will be phoned for advice.

This policy was adopted by Chipstead Pre-school *(name of provider)*

On 28/12/19 *(date)*

Date to be reviewed 28/12/19 *(date)*

1/4/2021 *(date)*

11/07/22 ( R ) *(date)*

7/5/23 (R)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Supervisor

