## Logo

## Non-Attendance Policy

# Statement of intent

This policy sets out the procedures to be followed in the event that a child is absent from Playgroup.

# Methods

* Parents must inform the Playgroup if their child cannot attend for any reason including illness.
* Parents should contact the Playgroup by 9.15am on the day that their child will be absent from Playgroup
* Parents may call or text the playgroup phone or send a message with another parent to inform the Playgroup of the non-attendance
* If the child does not arrive at Playgroup and there has been no contact with the Parents by 9.45am, the manager will try to contact the parent by telephone and record the outcome.
* If no contact has been made and the child does not attend Playgroup on two consecutive occasions, the manager will try to contact the parents and any emergency contacts provided and record the outcome.
* If there are concerns about the welfare of the child, the Playgroup manager will inform the Chair and the local CSPA team and follow our Safeguarding Policy.
* Parents must inform the Playgroup of any planned holidays in advance and they must be recorded in the Holiday Book.
* If a child is absent for more than two consecutive weeks, we will inform the Early Years Free Entitlement Team at Surrey Early Years and Childcare Services.
* The Parents will be liable for any fees incurred due to insufficient funding being received as a consequence of the absence of the child from the setting.
* Fees are still payable if the child is not present at the setting. Half a term’s notice must be given if the child is to be withdrawn from the setting.
* If the setting is closed due to unforeseen circumstances or parents are unable to bring their child due to poor weather conditions, fees will not be refunded as per our Emergency Closure Policy.

|  |  |
| --- | --- |
| This policy was adopted at a meeting of  | St Giles Playgroup & Nursery |
| Held on (date) | April 2020 |
| Signed on behalf of the Management Committee/Proprietor |  |
| Role of signatory (e.g. chairperson etc.) |  |
| This policy was reviewed on |  | (date) |
|  |  | (date) |