

## Non-Attendance Policy

### Statement of intent

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

### Aim

We aim to ensure that all children are safe and work with parents to build their understanding of and commitment to the welfare of all our children.

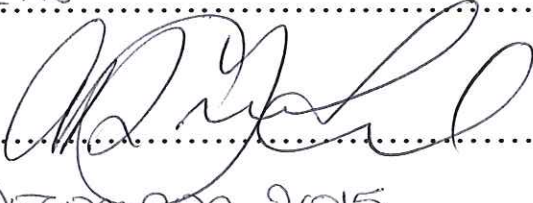
### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and well-being	2.1 Respecting Each Other 2.2 Parents as partners 2.3 Supporting Learning 2.4 Key Person	3.2 Supporting Every Child 3.4 The Wider Context	4.1 Play and Exploration 4.2 Active Learning 4.4 Areas of Learning and Development

### Procedures

- 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 us on day of absence to let us know.
- If we have not heard from you we will call you to establish why your child is absent.
- 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 Children's Services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.

- We must notify the Isle of Wight Local Authority where children are in receipt of funding are absent for more than 2 weeks in a term.

<b>Manager of Pre-school</b>
Signed..... R. Miller .....
Date..... 16.12.15 .....
<b>Governing Body</b>
Signed.....  .....
Date..... 16 <sup>th</sup> DECEMBER 2015 .....
<b>Next Review Date October 2016</b>