



## Non-attendance Policy ~ St John's Pre-School

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

### Procedure

If you are planning holidays during term time you must let us know in advance so we can record this on our register.

If your child is sick or cannot attend for some reason you must call us before 9.15am on that day (01353 612787) to let us know.

If we have not heard from you by 9.35am 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 emergency contacts you have provided to try and 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.

We must notify Cambridge County Council where children in receipt of Early Years Free Entitlement Funding are absent for more than two weeks, this may result in them withdrawing your child's funding. In this instance, an invoice for fees will be sent to the parent/carer.