



Absenteeism

We keep a record of children's absences to safeguard children and implement the Free Early Education Entitlement.

Procedure for children's absences:

- Parents are asked to inform Pre-School in advance if their child is going to miss a session due to an appointment or holiday.
- When a child is absent from a session due to illness, parents are asked to inform Pre-School by telephone.
- All absences are recorded in the class register, noting the reason for absence, which is completed at morning and afternoon sessions.
- Upon the child's return to Pre-School, parents are asked to sign a form which details the date and reason for the absence; completed forms are kept in the Absenteeism folder.
- As per our Safeguarding Children policy, a manager will contact a family if a child misses their sessions with no explanation. The number of sessions missed before a manager makes contact is determined by the circumstances.

Procedure for staff absences:

- Staff and volunteers are requested to notify a manager before the session (by 7am) if they are going to be absent due to illness or injury. Other staff absences are to be arranged as per the Staff Sickness and Absence policy.
- Staff absences are recorded in the staff register which is completed daily.
- Upon their return to Pre-School, staff are required to sign a form which details the date and reason for the absence; these forms are kept in the Absenteeism folder.