



## 1.8 Absence and Attendance Policy and Procedure

### Policy statement

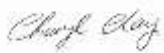
Early Education Funding (EEF) sessions prepare children for school, school term time holidays are actively discouraged, Sunnybank pre-school support this approach. Funding will be paid for a child that goes on holiday for a period of up to four weeks in any one Local Authority designated term. If a child goes on holiday for a period of longer than four weeks, only four weeks will be funded and the parent/carer will be liable for any additional weeks. In the event that EEF is terminated for an individual through consistent and unexplained absences, fees will be incurred to the parent/carer of children attending sessions.

Pre-school Closure Days: - Funding will be provided for up to five separate day closures due to training or staff development days in any one academic year. Parents will be notified of these days as soon as possible and with at least 28 days' notice. The LA will also be notified.

In line with guidance from our Local Authority, we would ask that parents/carers:

- Notify your child's key worker, Pre-School Leader or Deputy Pre-School Leader in advance if your child is to have a planned absence from Pre-School
- Notify Pre-School on the first morning of an unexpected absence that your child is to be off (by registration at 9.30am for AM session and by 12.30pm for PM session) by telephoning 01422 370162 or email [sunnybankpreschool@gmail.com](mailto:sunnybankpreschool@gmail.com) or through your child's tapestry
- Please keep Pre-School staff informed if your child is to have a prolonged absence as we like to know how your child is doing
- If Pre-School staff members have not heard from you, the member of staff who has taken the register, the Pre-School Deputy or Pre-School Manager will contact you by telephone immediately after registration as per the Emergency Contact numbers you have given. If staff members are unable to contact you, they will move onto the other Emergency Contacts as a matter of course. You should advise your child's other Emergency Contacts of this procedure. A record of staff actions will be logged in the Register sequentially
- In the event that staff members are unable to establish a child's whereabouts despite their best endeavours, the Child Protection Policy will be implemented by the Pre-School Manager or Deputy Pre-School Leader if there are further concerns.

Please help us in implementing this procedure which is designed to protect children in emergency situations. Please also note that it is your responsibility to ensure that Emergency Contact numbers are up to date. Whilst attendance at Pre-School is not a statutory requirement, informing staff of your child's absences will be very helpful to the smooth running of Pre-School and to effective forward planning for the children's activities. It will also, be good practice for school, where similar procedures are required.

This policy was adopted by	Sunnybank pre-school	<i>(name of provider)</i>
On	01/04/17	<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		

Name of signatory

---

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

---

---