

11 7 Attendance Policy

Policy statement

The following policy sets out the procedures to be followed if a child is absent from pre-school.

Procedures

- Holidays during term time must be booked with us in advance so they can be recorded in the register.
- If your child is sick or cannot attend for some reason, you must call or email by 10.00am for morning or all day session or by 1.30pm for afternoon sessions the same day to let us know.
- If we have not heard from you by these times we will call you to find out the reason for your child not attending.
- If we cannot make contact with you then we will use all the contact details and emergency contact details you have given us to find out why your child is not attending.
- 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, unless alternative arrangements have been made.
- We must notify Wokingham Borough Council where children in receipt of 2 Year Old Funding, Pupil Premium or Free entitlement are absent for more than 2 weeks in a term.

This policy was adopted/reviewed at a meeting of	Little Acorns	(name of provider)
Held on	<hr/> 24 th February 2021	(date)
Date to be reviewed	<hr/> January 2022	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/> Samantha Davies	
Role of signatory (e.g. chair/owner)	<hr/> Secretary	