



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

## Attendance Policy

### Policy statement

Earith Pre-School 7 recognise that regular attendance by children is very important in order that they may become confident with a regular and consistent schedule. Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare or schooling. This includes not only coming to every planned session, but also arriving on time. Children who attend every planned session develop a feel for the rhythm of the week, gain a sense of security from some regular elements and find it easier to build and sustain a range of social relationships.

This sets out the procedures to be followed in the event of a child being absent from pre-school

### Procedures

- If you are planning holidays during term time you must let us know so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call us before 9.15am that day to let us know.
- If we have not heard from you by 9.45am 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 contact that you have given us to try to establish why your child is absent.
- Full details of all absences will be recorded by staff in our absence book and reviewed regularly.
- 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 agreed.
- There is a 4 week notice period for leaving or decreasing hours at the setting.
- We must notify Cambridgeshire County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.
- If funding is reclaimed by Cambridgeshire county council as a result on non-attendance, our normal fees will apply and an invoice raised accordingly.

This policy was adopted by

Earith Pre-School 7

On

01 July 2020 (date)

Date to be reviewed

30 July 2021 (date)

Signed on behalf of the provider

Name of signatory


Nathan Vingoe

Role of signatory

Chairperson



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This Policy was reviewed	<u>02 August 2021</u>	(date)
Date to be reviewed	<u>01 August 2022</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Nathan Vingoe</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	