

Little Cuckoos Pre-School

Absence

Policy Statement

Attendance at Little Cuckoos is monitored by management for Safeguarding purposes. We expect Parents/Carers to inform us if their child is not in attendance of their booked session. If the absence is due to a holiday for example, notice should be given in advance. If the absence is due to illness, a telephone call must be made or an email sent as soon as possible on the day of absence.

info@littlecuckoos.co.uk

07925 549763

Procedures

- if a child is absent without notification, a member of the management (Natalie or Hayley) will call by 10am to establish why the child is absent
- If unable to contact Parents/Carers, those named as Emergency contacts on the child's enrolment will be contacted
- All absences are recorded and monitored
- Patterns and trends in absence will be considered along with personal circumstances, homelife & vulnerability of both child & parents. Professional judgement will be used to decide if the absences should be considered as prolonged.
- Any concerns will be referred to local children's social care services and/or a Police welfare check requested.

This policy was adopted at a meeting of

Little Cuckoos Pre-School

Signed on behalf of the management
committee

Name of signatory

Arran Bennett

Role of signatory (e.g. chair/owner)

Committee Chairperson
