

**Absence Procedures for Little Explorers Pre-School**

Our policy statement

At Little Explorers we understand that every now and then children may be absent from pre-school for various reasons such as illness, religious celebrations, holidays and family commitments. However, to help us maintain accurate registers we ask that the following absence procedures are adhered to. This is so we can maintain communication with all of our families and to enable us to safeguard our children.

Notifying Pre-School when your child is ill

When your child is absent due to illness, we ask you to notify Compass Primary Academy on 01536 532707 before your child’s session is due to start. This is so we are aware of your child’s absence as soon as possible. If your child is off repeatedly with the same illness we may request some medical evidence for confirmation. You must notify us on each day of your child’s absence. This helps us with safeguarding the children that attend.

Please note: We do not offer refunds on Pre-School fees if your child is absent due to illness.

No notification of absence

If no contact is made to say your child will be absent from their session, our Education Welfare Assistant, Ms Gillett will attempt to make contact to obtain a reason for the absence. Once a reason is obtained this will be noted on your child’s registration certificate: Absences and reasons given will be monitored on a daily basis. Home visits are completed by our Wellbeing Team as a standard procedure when your child is absent from Pre-School. Should The Wellbeing team have any safeguarding concerns, home visits will be completed on first session absence. All children will be visited on their 3rd day of consecutive absence. This allows the Wellbeing Team to see the child and discuss the absence, as well as being able to offer support if required. These processes support the safeguarding of children in our care.

Children who receive government-funded session

If your child receives government-funded sessions and are absent from Pre-School. We are required to inform the Local Education Authority (LEA) when;

* The absence is continued or reoccurring
* The absence is for a 3 week period or longer

If your child is absent for 3 weeks or more the LEA will review your funding of your child’s placement and they may make the decision for this funding to be removed.