

NON-ATTENDANCE POLICY

As safeguarding is a vital part of Early Years and Rainbow Corner Windlesham having a duty of care to protect the children within our community it is important for us to record and monitor children's absence.

It is the responsibility of the parent/carer to notify the nursery manager by phone, email or ParentAdmin if your child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know then. If your child attends a morning or full day session, please inform us by 9:00am or 1:00pm for an afternoon session.

If we haven't heard from you your child's key worker will contact you by telephone and if we can't reach you, we'll send an email/message on ParentAdmin. We will mark your child as absent on ParentAdmin with details of any contact attempts made by us.

If we have had no contact with you or are concerned about the welfare of the child, our DSL/DDSL (designated safeguarding lead and deputy lead) will contact C-SPA (Children's Single Point of Access) through the local safeguarding children's board. We will also call 101 so the police can carry out a welfare check. If you claim FEET or FEE funding, long or regular absences may affect your entitlement. We would need to contact the Surrey Funding Team and would notify you when we have done this.

All absences are payable in full as stated in our terms and conditions.

This policy was reviewed on: 1st July 2024

By: Emma Fowles (Operations Manager)