



Freeland Pre-school
Freeland Partnership Foundation Stage Unit,
Freeland CE Primary School, Parklands, Freeland, Witney, OX29 8HX

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Freeland Pre-school is a Registered Charity (No: 1015592)

Non-attendance policy

Statement of intent

This sets out the procedures to be followed in the event that a child is absent from pre-school.

Procedure

- If parents/carers are planning holidays during term time they must let us know in advance so we can record this in our register.
- If a child is sick or cannot attend for some reason, parents/carers must call us before 9.15am that day to let us know.
- If we have not heard from a parent/carer by 9.35am we will call them to establish why their child is absent.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts provided to try to establish why the child is absent.
- 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.
- We may notify Oxfordshire County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term and the absence is unexplained.