



Little Muddy Me

Non-Attendance Policy & Procedure

It is a statutory requirement that Little Muddy Me Pre-School must keep records monitoring the attendance of children attending Little Muddy Me Pre-School.

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

Holidays

If you are planning holidays during term time you must let us know in advance, so we can record this in our register.

Sickness & other absence

Please inform us before 10am where possible, on the first day of absence or in advance, if your child is sick or not attending the nursery for any reason. If an illness continues please update us every 48 hours with the child's progress. This information will be recorded in the register.

Procedure for unexplained non-attendance

If we have not heard from you, we will attempt to contact you later that day. If another session is missed on a subsequent day without us having had contact, we would try to reach any other contacts you have provided 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.

Funding

We must notify RBWM where children in receipt of funding are absent for more than two consecutive weeks in a term. Poor attendance or holidays lasting for more than two consecutive weeks, without the nursery being informed of a return date, may result in the loss of funding. The Early Years Funding team would be contacted by us in these circumstances and, should funding be withdrawn, full fees would become payable by the parent/carers.