

Non- Attendance & Sick Child Procedure

Non-attendance policy

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

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

Sick Child Procedure

If a child becomes sick or feels unwell at Pre-school the following procedures should be followed:

- **A member of staff (wearing suitable PPE – gloves, masks, aprons) will take the child to a quiet area to comfort him/her to the best of their ability with social distancing precautions in mind. The child may need to be monitored depending on what is wrong with them.**
- Another member of staff will phone the parent/carer or emergency number if parent/carer is unavailable, to arrange for the child to be collected.
- The child will remain with a staff member until the parent/carer arrives.
- When the child has gone with the parent/carer, or authorised person, a member of staff will mark in the register that the child has gone home and note the time.

Parent/carer to be reminded that child must be kept home for at least 48 hours and should not return to preschool unless previously agreed over the telephone with a member of staff. Child and their family should self-isolate and

follow the COVID-19 guidance if they are displaying symptoms. More information and guidance from Public Health England on Coronavirus (or COVID-19) can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>