

**ABSENT CHILD POLICY**

If a child is not attending my setting for any reason all parents/carers are requested to give as much notice as possible as to both when and why. If the reason is for sickness then as much information as possible is required so that I can advise any other parents/carers in my setting if the children have come into contact with each other (obviously considering confidentiality issues).

If a parent/carer decides not to bring a child due to any reason (including sickness) the full fee will always be charged as stated in their Contract. There will be no exception to this.

For any parent who has booked hours outside of their contracted hours or who has an ad hoc ‘as and when’ Contract fees for these hours will be charged unless cancelled at least 48 hours in advance. There will be no exception to this.

If a child has an unexplained and unplanned absence from my setting I am aware of the need to monitor this (as per 106 of Early Years Inspection Handbook) and be alert to patterns of absence that my indicate wider safeguarding concerns – if I have relevant concerns I will contact my Local Authority for further advice.