

## Absence Policy

We request all parents to inform us if they will not be attending the Pre-School that day/for several days or if they have a holiday planned.

Please contact the pre-school on 0208 979 0692 by 9:30am on the first day of absence.

If a child fails to attend without contacting us by 9:30am, we will attempt to contact the parent by 10:00am.

If no contact has been made, we would contact the child's 'emergency contact numbers' the next day to try to gain a reason for the absence.

If no contact, unusual/suspicious circumstances or insufficient information is gained and we are not satisfied or worried about the child's safety we would contact C-SPA – Surrey Children's Single Point of Access (C-SPA)

0300 470 9100 Monday to Friday 9am -5pm

01483 517898 Out of hours

To inform them and report our concerns regarding the well being of the child/children.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>
<i>29/01/2024</i>	<i>Sarah Maynard</i>