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**Absence Policy**

**1. Regular Attendance**

Consistent attendance is important for young children's learning, development, and settling into routine. While we understand that absences will sometimes happen, we ask that families aim for regular participation. If your child receives a government-funded place, regular attendance is expected as part of the funding agreement

**2. Reporting Absences**

If your child is going to be absent:

* Please contact the preschool by phone, email, or in person by 8.45AM on the day of absence. Please give your reason for absence.

**3. Illness and Medical Absences**

Children should remain at home if they are unwell or have any of the following:

* Fever, vomiting, or diarrhoea (they must remain at home for at least 48 hours after the last episode)
* Contagious illnesses such as chickenpox, conjunctivitis, or flu-like symptoms
* Any symptoms of COVID-19 or other respiratory infections

Parents are encouraged to follow NHS guidance or seek medical advice if unsure.

**4. Planned Absences**

We ask parents/carers to notify staff as early as possible for planned absences such as family holidays, appointments, or cultural observances.

**5. Absence Follow-Up**

If we haven't heard from you and your child is unexpectedly absent, a member of staff will contact you to ensure everything is okay. This is part of our commitment to safeguarding and wellbeing.

**6. Persistent Absences**

If a child has frequent, unexplained absences, the preschool may arrange a meeting with the family to discuss any support we can offer to improve attendance.