



Child Absence Policy and Procedure

Child Absence Policy

Principles

It is in the interest of your child's safety and essential to the service that you inform the leader or any other member of the facilities team that your child is unable to attend the service.

If your child is enrolled under a scheme payment plan, we must adhere to the regulator body rules.

Statement of Intent

It is in the interest of safety and essential to the service that you inform the leader or any other member of facilities team that your child is unable to attend the service and to follow up with a telephone call to inform the service when the child will be returning to the service.

Failure to do so wastes valuable time and causes undue concern for staff collecting the child from their school.

We will inform all parents of their contractual obligation and our responsibilities as a service provider under the government body scheme.

Policy and Procedure

If the service does not receive notification that the child will not be attending, we will initiate our missing child procedure.

All fees will be charges under our absence as part contractual agreement, registration and placement policy, in line with scheme requirements of us the service provider if you the client is a scheme, users.