



Mousehole Community Childcare Association (M.C.C.A.)
Registered Charity no: 1089724
c/o Mousehole CP School
Foxes Lane
Mousehole
TR19 6QQ

Non-attendance policy

This policy sets out the procedures to be followed in the event that a child is absent from pre-school.

Procedure

If your child is going to be absent for whatever reason, please let us know as soon as you can.

If your child is absent due to illness, please call in the morning to let us know. If we have not heard from you by 9.30am we will call you to establish why your child is absent.

If we become concerned about the welfare of the child, and we cannot make contact with a parent/carer, we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.

In the event that we are still concerned about the welfare of a child, we reserve the right to contact the Multi-Agency Referral Unit.

Fees remain payable during periods of absence, unless alternative arrangements have been agreed. If your child is ill for a prolonged period, please speak to the manager, Kerry Kemp, to discuss holding your sessions open and fee adjustment.

For those accessing funded places, please note that we must notify Cornwall County Council where children are absent for prolonged periods of time. Attendance is monitored closely.

If you are planning holidays during term time, you must let us know in advance so we can record this in our register. If you are able to give us two weeks' notice, we will charge you at 50%, if not, you will be charged at the full rate. Notice needs to be given in writing, addressed to Kerry Kemp, or via a holiday form.

Signed Kerry Kemp (Manager)

Date

[Review date May 2019]