

Thomas Eaton Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee Year 2012

Church Street, Wimblington, March, Cambridgeshire PE15 0QS
Tel: 01354 740392 Fax: 01354 740640 email: office@thomaseaton.cambs.sch.uk
www.thomaseatonschool.co.uk

Executive Headteacher: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH
Head of school: Mr Stephen West BA PGCE NPQH

Dear Parents/Carers

Child Absence Policy

We appreciate that there may be occasions when your child will be late or unable to attend their Pre-school session with us whether it is due to illness or fulfilling other commitments.

Due to Child Protection and Safeguarding requirements, Thomas Eaton Pre-school has an obligation to receive notification from a parent or other designated carers for a child's non attendance at Pre-school. This is a daily requirement. Parents should contact Pre-school if their child is ill or not going to be at Pre-school. Therefore in the event of a child being absent from Pre-school with no notification received, staff must in the first instance:-

- Call the child's parents to clarify whether the child will be absent from the planned session or delayed:
- In the event of the Pre-school not being able to make contact with the child's parents/carers the Pre-school will then contact the next available member of the family who is named on the emergency contact list.
- In the event of the Pre-school not being able to make contact with the child's parent/carer and the child's emergency contact, the school Headteacher will be informed and the police will be contacted to determine the whereabouts of the child if necessary.

Parents can contact the Pre-school staff by telephone 01354 740392.

Yours sincerely

Pre-school Staff