

Rainbow Early Years

Absenteeism from the setting Policy

Statement of intent

To ensure Rainbow Early Years knows children are being kept safe we will abide by our policy.

Aim

We aim to ensure that all of our children are kept safe and record absenteeism.

Methods

If your child is unable to attend our Pre-school on their booked session/day, you will be expected to contact us by telephone before 9.15am on the day. (01225 774478) Alternatively please email office@rainbowearlyyears.co.uk asap.

We will then log the absences into our Absence diary as a record.

If we do not receive a phone call before 9.30am on the day (or 12.30pm if a child attends afternoon only), we will call you on the contact numbers given for explanation of your child's absence. Please ensure your correct contact details up to date with us and notify us as soon as you change your details asap.

If we are unable to contact you by the first point of contact we will contact the emergency number we hold. If we are still unable to make contact after 24 hours we will contact the Wiltshire MASH (Multi-Agency Safeguarding Hub).

Role of the staff

The Manager or Assistant Manager will complete every session register marking any absences for our records. Therefore it is very important you let us know if your child is unwell or cannot attend any session.

The Manager and Office Administrator will monitor absences through our registers and absence diary and will contact you if this is becoming a concern/ or a pattern is noticeable. We will telephone you if we do not hear from you using the methods on page one.

Sick children

Young children will become unwell at times whilst attending pre-school. We use the Health Protection Agency guidance on infection control March 2017 to ensure consistency around infection control. If you need advice about how long to keep your child off pre-school please ask or phone the office.

Children who have symptoms of diarrhoea and vomiting should be kept off of pre-school for 48 hrs from the last episode of instance of sickness/diarrhoea. This will support us all in not passing on this to other children and staff members.

Children who have developed a recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia), please keep your child at home.

Two year old funded children

If a funded two year old child is absent for any reason and we have not been informed, The Manager and Office Administrator will monitor absences through our registers and absence diary and will contact you if this is becoming a concern/ or a pattern is noticeable. We will follow the same procedure above.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: November 2017

Date of last review: 4-8-20 JC

Date of next review: _____