**Little Burrows Nursery**

**Non Attendance Policy**

This sets out the procedures to be followed if a child is absent from nursery:

* If you are planning a holiday during term time you must inform us so we can record it on our register.
* If your child is sick or can not attend for some reason, you must call us before 9,30 that day to inform us.
* If you have not phoned by 9.45 we will make contact with you
* If we cannot make contact with you we will revert to your emergency contact list.
* If we have concerns about the welfare of a child we reserve the right to contact social services.
* Fees remain payable during periods of absence
* We must notify surrey cc where a child is in receipt of early years free entitlement are absent for more than 2 weeks in a term