



Staff and Child Absence Policy

Staff Absences

If you are aware prior to the day, that you are unable to attend your normal working hours, please inform the Manager in advance, giving as much notice as possible.

Staff should take their holiday breaks when the setting is closed.

Where staff may need to take time off for any reason other than sick leave or training, this should be agreed with the Manager/Chair Person with sufficient notice. This must be kept to a minimum, staff absence puts pressure on the team and affects the day to day running of the pre school.

Not more than one member of staff will be permitted to have time off on the same day.

staff should always endeavour to arrange appointments outside working hours.

If the need for absence arises on the morning you are due to work, you should contact the Manager (personal mobile) as soon as possible but by 8 am.

Other members of staff may then be contacted to arrange cover.

If no staff are available to cover and we are out of statutory ratio, the Manager will try to arrange suitable cover, for example, asking for parent volunteers.

Child Absences

If your child is absent from pre school, please telephone or text the pre school mobile phone 07881 931354, as soon as possible to let us know, stating the reason for the absence.

If your child is sick (for any reason) or they have diarrhoea, they must not return to pre school until 48 hours after the last bout.

If you are planning to take your child out of pre school for any reason, please notify us in advance, in writing, holiday forms are available.

Please note, frequent absences, or absences for which no explanation is provided can jeopardise your child's funding.

This policy was adopted by the Bierton Pre School Committee

Date: 26/01/18

Signed:.....

Name: SARAH HORNE

Role of signatory: CHAIR PERSON

Signed, all staff: