**ATTENDANCE POLICY**

INTENT

Sticky Fish views good attendance and punctuality as important for the learning and well-being of children. Children at Sticky Fish who arrive and are collected on time are more secure and better able to engage with the learning environment.

PROCEDURE

* If you are planning holidays during term-time you must let us know in advance so we can record this in our register.
* If your child is sick or cannot attend for some reason, you must call us by 10 am.
* If we have not heard from you by 11am we will try to call you to establish why your child is absent.
* If 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.
* If we are concerned about the welfare of a child we reserve the right to contact social services.
* Fees remain payable during times of absence. In the event of exceptional circumstances, this can be negotiated with the manager.
* Ensure that Sticky fish is informed every time someone different will be collecting their child.

DATE AGREED: August 2023

REVIEW DATE: Sept 2024

SIGNED: LIZ TOMLINSON