1. Absence Policy

Parley Community Pre-school believes that it is important to allow parents the freedom to take their children on holiday when they wish. Families are encouraged to take these during the periods when the pre-school is closed but accept that this is not always possible. If holidays are taken during term time there are issues to be clarified with regard to funding of sessions when children are absent. We always try and accommodate our families when situations and circumstances change, however, if a parent takes a child out of pre-school for a day trip or because their child is ill, sessions missed will not be carried forward.

**Procedures**

# *Children Eligible for ‘Early Learning and Childcare Funding’*

* Absence for family holidays is acceptable up to a maximum of ten days per term. Absences for these reasons should be notified to the pre-school so that they may be recorded in the register. However please note that funding for these hours cannot be transferred for additional hours at other times.
* The funding agreement that parents enter into with Dorset County Council confirms their acceptance of responsibility to ensure that children attend for the number of hours stated on a regular basis. If a child does not attend on a regular basis the funding may be withheld.
* If parents choose to take their children on extended holidays beyond the two week period, Early Learning and Childcare Funding will be withdrawn by Dorset County Council for the period of the holiday over the two weeks allowed.
* Parents have two options: -
* Their child’s sessions at pre-school will be relinquished and offered to other parents. Upon return from holiday, parents will be advised if any sessions are available for their child to return to pre-school. Please note these may or may not be the days previously offered and no guarantee is given that any places will be available. A new application for Early Learning and Childcare Funding can then be made to cover the remaining period of any term in which the child’s return occurs.
* Parents may pay the cost of the withdrawn funding directly to the pre-school to hold their child’s place open until their return. A new application for Early Learning and Childcare Funding will be required to cover the remaining period of any term in which the child’s return occurs.

## Non-Funded Children whose Parents Pay Fees Directly to the Pre-school

* Absence for family holidays is acceptable. Absences for these reasons should be notified to the pre-school so that they may be recorded in the register. Absences of up to two weeks duration will be charged at the usual rate for the child’s allocated sessions
* For absences beyond two weeks, parents have two options:
* Parents may choose to relinquish their child’s sessions at pre-school so that they may be offered to other parents. Upon return from holiday, parents will be advised if any sessions are available for their child to return to pre-school. Please note these may or may not be the days previously offered and no guarantee is given that any places will be available.
* Parents may choose to make payment for the missed sessions to hold a child’s place open until their return.
* A month’s notice in writing (or a month’s fees in lieu of notice) is required to remove a child from Longham Pre-School.

*Sessions Missed*

* We do not carry forward absences when the children have holidays/daytrips/illness.

### Cases of Long Term Illness Resulting in Absence from Pre-school

* Dorset County Council will withdraw funding in cases of long-term illness (over two weeks).
* The pre-school committee will make decisions regarding a parental request to hold places open on an individual basis.