



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
[www.horringerpreschool.co.uk](http://www.horringerpreschool.co.uk)  
Charity: 1164658

## **Attendance Policy**

Education for children under the age of 5 years is not compulsory; however, to ensure the smooth running of the pre-school and in fairness to others who may be on our waiting list, we expect regular attendance from the children enrolled at our provision.

- A half term's notice is required if you wish to withdraw your child from the setting, otherwise you may be invoiced for the session not used (at the discretion of the committee.)
- If your child fails to attend for 2 consecutive weeks, without explanation, the committee reserves the right to withdraw their place and offer it to another child on the pre-school waiting list.

### **Sickness**

- If your child is unable to attend, please notify pre-school on their first day of sickness.
- Please ensure your child is free from sickness for 48 hours before they return to Pre-school.

### **Holidays**

- Please inform pre-school of holiday leave at least 14 days prior to absence.
- Holiday sessions will be advertised on the notice board for parents wishing to purchase extra sessions.



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