



## Absence Reporting at Simmondley Pre-School

We understand that there may be times when your child is unable to attend pre-school this may be due to sickness or a pre-planned holiday. If your child or children are unable to attend pre-school it is important that you let us know as soon as possible.

If your child is due to attend pre-school the parent or carer of the child should call **(01457) 860892** and leave a message on the answerphone detailing the following:

- **Name of child**
- **Reason for absence**
- **Expected return date**

If your child is due to attend pre-school for the morning session or all day the call should be made before 9.00am.

If your child is due to attend pre-school for the afternoon session the call should be made before 12.30pm.

If your child or children have pre planned absence please email Nic ([sps.nic73@gmail.com](mailto:sps.nic73@gmail.com)) and Lindsey ([sps.lindsey@gmail.com](mailto:sps.lindsey@gmail.com)) detailing the child's name, reason for absence and length of time they will not be in pre-school.

We ask politely that notification of sickness absence or absence for another reason should not be communicated through the Simmondley Pre School Facebook group.

If you have any queries about this policy please contact a member of staff at pre-school.

TEL: 01457 860892 | EMAIL: SIMMONDLEYPRESCHOOL24MAIL.COM

**NATURAL EXPLORERS @ SIMMONDLEY PRE-SCHOOL**  
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