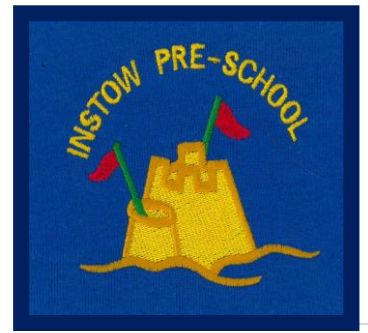


Instow Community Primary and Pre-School Grant Funding Policy



The Pre-School is required to audit the register at the end of each term and determine how many sessions per week each funded child has attended.

If the number of weeks attended is less than was claimed for on the Parent Declaration form, the Pre-School is required to refund the funding received to Devon County Council.

ANY SESSIONS THAT NEED TO BE PAID BACK WILL BE CLAIMED BACK OFF THE PARENTS IF THE CHILD'S NON-ATTENDANCE WAS INVALID.

Devon County Council have strict guidelines regarding what reasons are 'counted as non-attendance' and 'not counted as non-attendance'.

Counted as non-attendance

- Holidays
- Absence with no explanation given
- Absence through shopping
- Transport problems etc.

REASONS FOR ABSENCE SHOULD BE REPORTED AND AN ABSENCE SLIP COMPLETED AND SIGNED

Not counted as non-attendance

- Illness with child
- Needed to see a doctor
- Absent for Special Educational reasons

(Cross Ref. Safeguarding Policy)

Policy reviewed June 2025

Signature of Chair of Governors

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The policy will be reviewed June 2027