



# GREAT LINFORD VILLAGE PRE-SCHOOL

Memorial Hall, Marsh Drive, Great Linford, Milton Keynes

Registered Charity No. 1027557

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## Procedure for absences

For every absence a return to work must be completed,

After xxxxx days absence a verbal warning will be given

If after xxxxxx days have occurred another verbal warning will be given

If after xxxxx days you will receive a written warning

If then you are absent again in xxxxx days a final written warning will be given

If you do not adhere to all of the above Disciplinary action may be taken which may result in dismissal.

This policy was adopted at a meeting of

Great Linford Village Pre-school	name of setting
	(date)
	(date)

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)