Dear

Re: Attendance

We are concerned that (insert child’s name) is regularly absent from nursery.

If your child is absent you must call and advise us as to why your child is not attending.

When your child started here you completed a parent agreement form on which you agreed that your child would attend their early education for (insert number of hours per week) hours per week. If you do not wish to access (insert the number of hours) hours we are able to discuss with you fewer sessions per week. If your child continues to miss their funded hours we may have to make a decision that your child is no longer able to attend and withdraw their childcare place.

Whilst the place is free to parents, the council pay us for the early education hours each week. When a child is regularly absent the council can reclaim the funding. Where funding is reclaimed it impacts on what activities we are able to offer children.

Attending early education hours is a real benefit to your child’s learning and helps them to prepare for entry into full time school, when they start in a reception class. During the funded early education we are following a curriculum for under-fives called the Early Years Foundation Stage. This includes maths, language and communication as well as physical development and understanding the world. It is an opportunity for your child to learn and develop through play, exploring, being active, creative and being asked questions to help their thinking as well as making friends.

If you wish to discuss this further, please do not hesitate to contact us.

Yours sincerely