Dear

**Re: Attendance**

We are concerned that (insert child’s name) is regularly missing some of their early education hours.

When your child started here you completed a parent agreement form on which you agreed that your child would attend early education for (insert number of hours per week) hours per week. Your child is consistently absent for (insert number of hours) hours each week. If you do not wish your child to attend all their funded hours we are able to discuss with you reducing the number of hours.

Whilst the place is free to parents, the council pay us for the funded hours. 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.

If your child continues to miss their funded early education and you do not discuss this with us, we will reduce the number of sessions they may attend to the average attendance and will require you to complete a new Parent Agreement Form.

Attending for early education is a real benefit to your child’s learning and helps them to prepare for entry into full time school, in a reception class. Whilst your child is here 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 would like to discuss this further, please do not hesitate to contact us.

Yours sincerely