

Further Information and Example Documentation

Materials to support the
Provider Agreement for the
delivery of free entitlement
places for eligible 2, 3 and 4 year
old children

Children and
Adults

Early Years
Team



This 'Further Information and Example Documentation' Pack has been produced to complement the Provider Agreement for the delivery of free entitlement places for eligible 2, 3 and 4 year old children in Nottingham City.

The pack contains further information on certain aspects of the delivery, administration and management of free entitlement hours. It also provides example documentation that you, as a provider, can use and adapt to support the provision of the free entitlement hours in your setting.

You do not have to use this documentation, but it should be noted that the information contained in the examples will be used as part of the audit process for the free entitlement funding. If you use your own forms, you should ensure that you collect the same information to ensure your provision of the free entitlement places remains compliant.

	Page Number
<p>Parent Declaration Form (30 Hours Eligibility Only) This example form enables providers to collect the required information and written consent from a parent to enable them to check the eligibility code for the 30 hours offer. Providers can develop their own form but the information collected must include the one in this example as a minimum.</p>	2
<p>Parent and Provider Agreement This examples form sets out the arrangement made by the parent/carer and the provider for accessing/providing the free entitlement hours for eligible 2, 3 and 4 year olds. If providers are adapting this template, they must ensure that all the mandatory information requested is still collected.</p>	4
<p>Example Invoice Structures These example invoice structures give a few ways to set put your invoices for parents to illustrate their use of the funded entitlement hours and any additional hours or services bought. Providers can use their own invoice layouts but must adhere to the guidance in the Provider Agreement about how the information they should include.</p>	10
<p>Attendance Guidance This attendance guidance is designed to support providers in managing and monitoring a child's absence and attendance. It supports Section 8 on Auditing and Compliance in the Provider Agreement and can be used to support staff induction and to explain to parents about how their child's attendance is monitored. This section also contains some example letters around poor attendance and late starts / early collections that providers may wish to use.</p>	12



The information given in this form provides the required written consent from the parent to enable the provider to check the eligibility code for the 30 hour offer. Providers must check the parent’s eligibility code before offering the parent a 30 hour place.

If a successful check is made and the parent takes up a place with the provider it is expected that the full parent and provider agreement and child registration paperwork is completed. The Local Authority may request a copy of this form as part of the auditing process.

Provider Name	
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Section 1: Child’s Details

Child’s Legal Family Name/Surname		Child’s Legal Forename	
Name by which child is known if different		Child’s Date of Birth	
Male / Female		Ethnicity	
		Documentary proof of Date of Birth (e.g. Birth Certificate /passport)	
		Document recorded by (name of staff member)	
Telephone		Date documentary proof recorded	

Section 2: Eligibility Proof

30 hour eligibility code:	
Parent/Carer National Insurance Number:	

Section 3: Parent/Carer’s Declaration

I agree to the setting validating my eligibility code with the Local Authority.			
Name (Please print)			
Signed		Date	

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PARENTAL & PROVIDER AGREEMENT FOR FREE ENTITLEMENT HOURS FOR ELIGIBLE 2, 3 AND 4 YEAR OLD CHILDREN

The information requested is mandatory except for Section 5 and 6. Both the Parental and Provider declarations must be completed in full.

This agreement sets out the arrangement made by the parent/carer and the provider for accessing/providing the free entitlement hours for eligible 2, 3 and 4 year old children. [Providers adapting this template must ensure that they collect all the mandatory information requested.]

The information provided will also be used by the Provider to claim funding and if applicable the Early Years Pupil Premium (EYPP) and Disability Access Funding for eligible 3 & 4 year olds. The Local Authority may request a copy of this form to support the funding claim and as part of the compliance function they perform to check that the funding is being claimed appropriately.

Please note that section 1 does not need to be completed if you have already completed the parent declaration form for 30 hours, please attach this form

Provider Name	Date
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Section 1: Child's Details

Child's Legal Family Name/Surname	Child's Legal Forename
Name by which child is known if different	Child's Date of Birth
Male / Female	Ethnicity
Full Address	
Post Code	
Telephone	

Section 2: Eligibility Proof

(to be completed if claiming 2 year old funding or attach form for 3/4 year old 30 hour funding)

2 Year Old Eligibility Reference No:	
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Have you previously accessed or are you currently accessing the free entitlement hours for this child with any other Provider? If you have and you do not give full disclosure you could invalidate your claim for the free entitlement hours with this provider.

If **No** complete Section 3

If **Yes** Complete Section 4

Section 3: New Claims

New Child: A child that has not taken up a funded place with any Provider.	Yes / No
New to the City	Yes / No
Date Starting	

Section 4: Transfer from another Early Years Provider

(It is the responsibility of the new provider to ascertain that the child is not in breach of any Parent/Carer Agreement with the previous provider)

Reasons for transfer	
Unexpected relocation in Nottingham City (e.g. fleeing domestic abuse, interim accommodation in another area of the city following homelessness)	Yes / No
As a result of child protection the child is placed in the care of others such as foster care	Yes / No
Change of family circumstances (e.g. house move/relocation due to job change)	Yes / No
Changing shift/work pattern	Yes / No
Checks	
Name of previous Provider	
Satisfied a notice period was given to the previous Provider?	Yes / No
Agreed to waive notice period with previous Provider?	Yes / No
Agreed Leave date with previous provider	Yes / No
Start Date with New Provider	

Section 5: Setting and attendance details

- You need to agree and complete this form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.
- You can claim less than the full entitlement if you wish.
- Funded entitlement hours are funded for the equivalent of 38 weeks of the year (i.e. max funding of 570 hours per year for 15 hours universal per week or max of 1,140 hours per year for 30 hours).
- A maximum of 10 hours can be claimed in any 1 day.

Please state the number of free hours the child will attend for the period of this agreement

Setting Name	Total Free Entitlement Hours Per Day							Total Number of hours per Week	Number of Weeks Per year
	Su	M	T	W	T	F	Sa		
1.									
2.									
3									
TOTAL									

30 hours only: Where a child is attending more than one setting please specify which setting(s) you wish to receive your universal 15 hour entitlement should you become ineligible for the 30 hour entitlement.

Setting Name(s)	
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Section 6: Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

The information you provide in this section of the form is voluntary and will only be used to determine eligibility for EYPP.

The information provided will not affect any benefits you may be entitled to.

Parent / Carer Details

Do you have parent/carer responsibility for the child stated overleaf	Yes	No
Is your family income under £16,190 per year?	Yes	No

If you have stated **yes** to the above you may qualify for EYPP. Please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

Please provide

Parent/Carer – relationship to child : MOTHER / FATHER / CARER (please circle)									
Parent Forename									
Parent Surname									
Date of Birth	DD		MM			YY			
National Insurance or National Asylum Support Service number.									

Section 7: Disability Access Fund

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.

Is your child in receipt of Disability Living Allowance (DLA)?	Yes	No
If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF:	Setting Name	

Section 8: Parent's Declaration

Parent to ✓ the box

- I understand that my child's funded early learning will be delivered without charge and that the free hours will be claimed on my behalf by the provider from the Local Authority.
- I understand that my child can attend multiple settings, but that my child can only attend two sites in the same day in order to protect my child's wellbeing.
- I have received detailed information about the additional services and understand I may incur a cost for any additional hours/services over and above the funded entitlement that my child receives (e.g. meals, activities outings/trips).
- I have received information from the provider about the billing and invoicing procedure.
- I understand that my child's attendance should be regular and that a minimum of 85% attendance a term is expected. I will inform the provider if my child does not attend (e.g. due to sickness, dentist/doctor appointment). I am aware if I do not ring or contact the provider they will follow Local Authority procedures.
- I declare that the status of my child as a new starter/ transferring place is correct.
- I understand that I cannot move my child during the term unless there are exceptional circumstances.
- Information has been provided to me that I am unable to increase or decrease the free entitlement hours after the Actual Headcount unless it is an exceptional circumstance as described above. Hours can only normally be increased or decreased at the beginning of the following term.
- I understand that my personal information is held securely and will be used for claiming funding from the Local Authority.
- I agree to the Local Authority using this information to enable my child's Early Year's Provider to claim the funding my child is entitled to in the current and future academic years for the purposes of Early Years Pupil Premium. The Local Authority may also use this information to check my child's entitlement for School age Pupil Premium during the academic years when my child is in school.
- The information I have given on this form is complete and accurate and I understand that a copy of this agreement can be made available from my Early Years Provider on request
- *I confirm that the above information has been explained to me; that public funds must be protected and that the information provided may be used to prevent and detect fraud. I understand that it might be necessary to share this information with other organisations and local authorities that handle public funds. I understand that any false or incorrect information could lead to funding being withdrawn.*

Parent/Carer's Declaration			
Name (please print)	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>

Section 9: Provider's Declaration

Provider to ✓ the box

- The information I have given on this form is complete and accurate.
- I have provided the free hours in line with Nottingham City Council's Free Entitlement Local Code of Practice.
- The free hours are provided with no additional costs other than the optional additional services that have been agreed with the parent.
- I confirm I have seen evidence to support the child's funding claim and confirm that they are eligible to claim free entitlement.
- I understand that any incorrect information or incomplete validation of hours could lead to the funding being withdrawn.
- I will make available any information that the Local Authority requires to support this funding claim e.g. attendance register, copy of parental invoices.
- I understand that any personal information provided is held securely and will be used only for Local Authority and funding claim purposes.
- I will make available a copy of this agreement available to the Local Authority or parent upon request

Provider's Declaration

Name and Position
(Please print)

Signed

Date

Protecting your information

We are committed to ensuring that the personal and sensitive information that you share with us is protected and kept safe and secure. We have put measures in place to prevent the loss, misuse or alteration of your personal information.

We would like to thank you for completing this form and helping us to make sure we can claim funding from the Government to improve your child's outcomes in early years.

Example Invoice Structures

	Item	Comments/ Description	Hours	Amount
A	Total hours booked	10 hours per day X 5 days per week X 4 weeks	200	
B	Free universal entitlement hours	15 hours per week X 4 weeks	60	No charge
C	Free extended entitlement hours	15 hours per week X 4 weeks	60	No charge
D	Chargeable hours	A – B & C	80	
E	Nursery Hourly rate	£5.00 X D		£400.00
F	Meals (delete where not applicable)	5 days per week X 3 meals a day X 4 weeks i.e. Breakfast / Lunch / tea (£1.50 per meal)	60meals	£90.00
G	Additional activities	Yoga X 1 session X 4 weeks (£1.50 per session)	4sessions	£6.00
H		TOTAL TO PAY FOR MONTH: APRIL		£496.00

	Item	Comments/ Description	Hours	Amount
A	Total hours booked	8 hours per day X 4 days per week X 4 weeks	128	
B	Free universal entitlement hours	15 hours per week X 4 weeks	60	No charge
C	Free extended entitlement hours	15 hours per week X 4 weeks	60	No charge
D	Chargeable hours	A – B & C	8	
E	Nursery Hourly rate	£5.00 X D		£40.00
F	Meals (delete where not applicable)	4 days per week X 2 meals a day X 4 weeks i.e. Breakfast / Lunch / tea (£1.50 per meal)	32meals	£48.00
G	Additional activities	Yoga X 1 session X 4 weeks (£1.50 per session)	4sessions	£6.00
H		TOTAL TO PAY FOR MONTH: APRIL		£94.00

	Item	Comments/ Description	Hours	Amount
A	Total hours booked	6 hours per day X 5 days per week X 4 weeks	120	
B	Free universal entitlement hours	15 hours per week X 4 weeks	60	No charge
C	Free extended entitlement hours	Not applicable	0	£00.00
D	Chargeable hours	A – B & C	60	
E	Nursery Hourly rate	£5.00 X D		£300.00
F	Meals (delete where not applicable)	5 days per week X 1 meal a day X 4 weeks i.e. Breakfast / Lunch / tea (£1.50 per meal)	20meals	£30.00
G	Additional activities			
H		TOTAL TO PAY FOR MONTH: APRIL		£330.00

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Attendance Guidance

Managing a Child's Absence & Monitoring Attendance in the Private, Voluntary & Independent Sector

1. The aim of this document is to:

- Outline procedures for monitoring and recording absence of children in receipt of the free entitlement hours in the PVI sector, in order for them to attain a minimum of 85% attendance a term.

The objective of this document is to:

- ensure the safety of all children by monitoring attendance
- identify long-term absences/patterns of absence
- implement strategies to support the parents in achieving 85% attendance for their children

2. Parent Guidelines

- Parents and providers must complete the Parent Agreement together at registration clearly identifying the days/sessions/hours the parent has chosen to access the free entitlement for the child. The Parent/Provider Agreement defines the acceptance and understanding of the commitment by both parties
- Parents should be made aware at registration of the absence procedures
- Parents should notify the provider as early as possible on the first day of a child's absence and should indicate if possible the expected length of absence
- If a child is absent from setting form more than 3 consecutive days/sessions (or 1 week) and the parent has not made contact, the provider should text or telephone to enquire the reason for the child's absence
- If contact cannot be made, and a reason for the absence cannot be confirmed, a letter should be sent to the parent on the 5th day that the child is absent requesting the parent make contact with the provider within a set time scale i.e. 5 days to reply
- If a reply to the letter is not received within the set time scale, a second letter should be sent and the Early Years Funding Team should be informed
- Should all of the above attempts to contact the parent fail, then a final letter should be sent informing the parents that their child's funded place may be withdrawn
- If no contact is made with the provider at all, then the place should be withdrawn; the Early Years Funding Team should be informed; the parent should be informed
- All correspondence with the parent should be documented and if required, produced on request by the Early Years Funding Team
- Other agencies involved with the family should be kept informed at the start of the child's absence

3. Provider Guidelines

Manager

- Overall responsibility to monitor attendance
- Should induct staff regarding procedures to ensure the safety of all children
- Should induct staff regarding recording and monitoring attendance of children
- Notify Room Leader/Team of notification of a child's absence
- Maintain records of all parental correspondence regarding a child's attendance and/or any other concerns and if required, supply on request to the local authority
- Should make parents aware of the need to inform and how to inform the setting if their child is unable to attend
- It is the local authority's discretion that providers will continue to claim/receive funding for a child during a short period of absence i.e. for a period of up to 2 weeks
- Should inform the local authority of unauthorised absence/no contact by the parent should the absence be longer than 2 weeks

Room Leader/Team

- To support the manager to ensure the safety of all children
- To support the manager by recording and monitoring attendance of children
- To notify the manager of concerns regarding a child's attendance
- Maintain the sessional/daily room register

Procedures

- Manager to inform Room Leader/Team as soon as the parent informs of a child's absence
- Room Leader/Team will inform Manager if a child does not arrive for a planned session / day
- Manager to text or phone parent of a child who is absent without explanation.
- Manager to inform Room Leader of the outcome of communication with the parent and how to record the absence
- Manager to monitor attendance on a weekly/monthly basis to identify children with low attendance
- On a termly basis, parents to be informed of their child's attendance statistics including absences and late attendance
- Manager to send a standard letter to parents informing them of the current rate of attendance highlighting the importance to their child of regular, sustained attendance.

4. Rethinking 'Did Not Attend'

An animation to encourage practitioners to identify children as '**was not brought**' as opposed to '*did not attend*' when they are not presented at medical appointments, has been jointly commissioned by the Nottingham City Safeguarding Children Board (NCSCB), Nottingham City Council, and NHS Nottingham City CCG.

The animation (link below) is a powerful reminder that children do not take themselves to appointments, and for practitioners to reflect on the impact of missed appointments on a child's wellbeing.

Alison Michalska, Vice President of the Association of Directors of Children's Services (ADCS), and Corporate Director of Children and Adults in Nottingham City Council, has written a blog about the animation:

<http://adcs.org.uk/blog/article/getting-sticky-with-it>

Watch the animation, and share it with colleagues, friends and family:
<https://www.youtube.com/watch?v=EfxnqkAR3B4&feature=youtu.be>

5. Good practice:

- Providers **must** maintain accurate attendance registers including a record of notification of absence to be made available to the LA on request. Registers must be kept up to date including accurate information provided by the parents regarding non-attendance of their child
- Providers **must** make staff aware of the need to keep accurate records and use the register as a 'tool' for indication of a possible pattern of non-attendance
- Providers **must** make parents aware that they are to contact the setting if their child is unable to attend
- Providers **must** notify the LA immediately if a parent withdraws their child or the attendance pattern alters in any way. It is in the interest of the Provider to ensure that there is a Parent/Provider Agreement in place as this may be taken into consideration if the LA seeks to reclaim funding
- Providers **must** notify the LA immediately if a child is absent (authorised or unauthorised) for more than 2 weeks during one term
- If the absence is for longer than 2 weeks in one term, funding may be stopped and reinstated following the end of the absence. Nottingham City Council will not fund a place where absence is recurring or for extended periods unless the absence is authorised and in agreement with Nottingham City Council in advance.
- If the parent wishes to take additional weeks holiday they should be made aware that the LA will not fund their child's place for this period. The parent will either need to give up the place or come to an arrangement with the provider.

6. Managing Absence

If a provider has a child who is not attending for the agreed hours/sessions or is attending irregularly or is attending late, the following steps should be taken to try to improve attendance:

- 1st day of absence - provider should make contact with the parent as early as possible on the first day of a child's absence and establish the reason and the expected length of absence
- 3 consecutive days/sessions (or 1 week) absence – if the parent has not made contact, the provider should text or telephone to enquire the reason for the child's absence. If necessary, inform any other agencies involved with the family
- 2 weeks' absence – if the parent has not made contact at all during this time, letter should be sent and the Early Years Funding Team informed
- Parents should be contacted within 2 weeks of non or reduced attendance and offered a meeting to discuss how their child benefits from attending / the progress the child has made / setting deadlines for improved attendance / reviewing the agreed days / sessions
- If attendance does not resume or improve or the parents have not made contact, a letter should be sent to the parent explaining that they risk losing their child's funded place
- Providers should keep records of all correspondence / actions taken / outcomes of meetings to be produced, if requested by the local authority.

7. Exceptional Circumstances for absence

There may be a genuine reason for a child not attending or irregular attendance for short periods due to illness of the child or a family member, bereavement etc. In these circumstances, providers should record the reason and actions taken to monitor the child's absence and the support they are giving the parents to ensure the child's access to their full entitlement hours.

Setting the Scene for Regular Attendance-Developing Good Habits

Be clear on expectations from parent/carers. Do they know they should phone you if the child is not attending with a reason why?

Recording Attendance - Accurately record all attendance and information on reasons for absence, including any information provided by parents/carers and information gathered when making first day absence calls. Ensure that all relevant staff are kept informed.

Monitor Attendance - Track attendance, particularly attention to an emerging pattern of non-attendance- have you asked why?

Session Choice – Parents/carers may be more inclined to adhere to attendance requirements if the child attends the session of their choice. This of course, is not always possible and is dependent on available places and how your setting operates.

Regular Reviews with Parents/Carers- Even if attendance is fantastic, still mention it. Congratulate the parent/carer on the child's good attendance. Encourage them to keep it up and let them know that the regular attendance is really helping their child with building friendships, taking part in groups, etc.

If the attendance is poor, ask the parent/carer why? And what can be done to help and support the family to make it better. If the child is regularly late, ask why? You could include attendance on child progress reports that are sent home to parent/carers, or discuss this with them when they are in the setting.

Collaborative Working with Schools - All early years settings should be encouraged to adapt common attendance policies and strategies with their feeder schools, ensuring that parents/carers have continuity from their early years provision into school. Collaborative working also promotes sharing of good practice.

Term Time Holidays – Parents/carers who decide to take their holidays within weeks when their child should be accessing early years funded sessions, they should always inform the provider. If the holiday is for more than 2 weeks in any one term, the funded weeks claimed should be adjusted. Should the provider agree to keep the place available for the child until the family return that is the providers' choice. Funding cannot be claimed for an empty space. Providers should always take into account the child's attendance over the whole term. If the attendance is regular, then the holiday weeks will not affect the required termly attendance percentage. If the attendance is poor, then the holiday weeks will affect the required termly attendance of 80-85% and the claim should be adjusted accordingly.

What You Can Do to Help Improve Attendance

Admissions – Childcare providers sign up to a Code of Practice to provide Free Entitlement funded places. As part of the Code of Practice, providers should have an admissions policy. This policy should be available for parents to view which sets out how children will be given a place at their setting.

On admission to your setting, ensure that parents/carers are given information about attendance. Set out the setting's expectations of being informed if children will not be taking up their place. If a child is absent once they have started attending the setting, set out the steps which will be taken if children do not attend and no contact, or reasons for non-attendance are provided. A Parent/Provider Agreement form should be completed with the parent/carer to ensure they understand the session times their child is booked to attend.

Families should be encouraged to ensure their child attends on time, every day. They should be advised of the consequences of poor attendance, e.g. loss of an early years place; the benefits of early education and the need for good attendance habits to be embedded at an early age.

Providers should work towards establishing good relationships with parents/carers.

Challenging Absence - Staff in early years settings should be proactive in challenging absences, particularly where trends are identified. This needs to be embedded in practice. If possible a 'First Day Response' system or 'Text Call' can be introduced. Standard letters are available from the Local Authority to challenge absence and can be modified to advise parents/carers of concerns.

Punctuality – Ask the parents/carers the reasons why they are late for their child's planned session. Where a child has an established pattern of starting or leaving a session late or early and the shortfall is in excess of half an hour, record the reasons why the full sessions are not being accessed.

Meeting with Parents/carers- If the child has not been attending regularly for 3 weeks, call a meeting. Where appropriate, invite the child to some of the meeting. Find out the reasons why the child hasn't been attending and offer support. Holding it as a proper meeting, rather than just catching a parent at drop-off or pick-up times makes it more formal and can be accurately recorded and monitored.

Flexibility - Consider flexibility to encourage attendance, e.g. if a family has signed up for 15 hours per week but has only ever attended 10 hours, consider reducing their sessions, or to rearrange sessions where possible.

NB If at any stage of a child being absent, there is serious cause for concern, or the risk of the child suffering significant harm, you must contact the Children's Safeguarding Advisory Service immediately (Karen Shead, Early Years Safe Guarding Co-ordinator: Tel 0115 87 64725)

EXAMPLE LETTER RE POOR ATTENDANCE

New Day Nursery

Mr / Mrs

Date:

Dear

We have noticed that your child:..... has not been to nursery for their free entitlement hours. Your parent agreement states that 85% attendance each term is a requirement of a funded place.

Please make contact with at the nursery to discuss how we can support your child's attendance or to enquire if a funded place is available on a day/time that is more suitable to your family needs.

If we don't hear from you within one week then we will assume you no longer want a funded place for[insert child's name]. If you have any questions about this, please speak to at the nursery.

Regular attendance is important in helping to give your child the best start to their education.

..... [insert child's name] benefits by being in a learning environment and sharing many fun experiences with children of a similar age. These firm foundations help to give your child the best start in their learning journey.

We are required by the local authority to inform them of a child's poor attendance as this could impact on the funding for your child's place at this nursery. Should you wish to access the free entitlement hours at another nursery please contact the Families Information Service on 0800 458 4114 who will inform you of other nurseries in your area.

EXAMPLE LETTER RE LATE START / EARLY COLLECTION

New Day Nursery

Mr / Mrs

Date:

Dear

We have noticed that your child:..... has not been to nursery for their full free entitlement hours. As stated on your Parent Agreement, the planned sessions are:

Monday: [insert times here]

Tuesday:

Wednesday:

Thursday:

Friday:

It is not possible to 'swap' sessions as we have to ensure that the rooms are staffed to meet the needs of the children and we have a legal requirement to ensure staff/children ratios are maintained.

Please try to ensure that your child arrives on time and is collected at the end of their session time. By doing this your child will receive the full benefit of the whole of the planned session. Arriving late or leaving early means your child is missing part of their education as well as being disruptive to the rest of the session.

Please make contact with at the nursery to discuss how we can support your child's attendance or to enquire if a funded place is available on a day/time that is more suitable to your family needs.

Regular attendance is important in helping to give your child the best start to their education. [insert child's name] benefits by being in a learning environment and sharing many fun experiences with children of a similar age. These firm foundations help to give your child the best start in their learning journey.

We are required by the local authority to inform them of a child's irregular attendance as this could impact on the funding for your child's place at this nursery. Should you wish to access the free entitlement hours at another nursery please contact the Families Information Service on 0800 458 4114 who will inform you of other nurseries in your area.