



11.7 Nursery Education Funding Attendance Policy

Policy statement

Our setting wants to work with children and parents to ensure that we deliver early education to a high standard and provide planned learning activities to help children to progress towards achieving the Early Learning Goals.

Procedures

The pre-school will make every attempt to ensure that eligible children attend as many sessions as funding has been received for, bearing in mind occasional sickness or holiday absences.

We will monitor attendance for Nursery Education Funded children on a weekly basis, and follow the procedure below for any cases of non-attendance or erratic attendance.

We adopt a satisfactory pattern of attendance and will monitor around erratic and poor patterns of attendance.

Children's holidays: - Funding will be paid for a child that goes on holiday for a period of up to four weeks in any one LA designated term. If a child goes on holiday for a period of longer than four weeks, only four weeks will be funded and the parent will be liable for any additional weeks. Where children take extended holidays and do not return to the setting on the expected date, the provider is entitled to terminate the place.

Swapping sessions: - We do not accommodate swapping funded sessions for 'one off' occasions such as holidays/days out etc.

Closure Days: - Funding will be provided for up to five separate day closures due to training or staff development days in any one academic year. Parents will be notified of these days as soon as possible and with at least 28 days' notice. The LA will also be notified.

Procedure

If it becomes evident during weekly monitoring of attendance that a child is failing to attend all their requested early education funded sessions we will;

~ Erratic / non-attendance for 2 weeks.

Have an informal discussion with the child's parent / guardian to see if there are any problems which are preventing full attendance.

** Diary / note this communication.*

~ **Erratic attendance for a further 2 weeks (4 weeks totalled).**

Request a formal parent / guardian meeting to discuss the implications of attendance levels on the child's progress and place availability.

Offer a reduction in sessions funded as a possible solution.

* Diary / note this communication.

* Inform Calderdale FIS if funded sessions have been reduced.

~ Non-attendance for a further 2 weeks (4 weeks totalled).

If no contact or resolution can be established with the parent / guardian, take this period in lieu of the 4 week's notice period.

* Diary / note this decision.

* Complete a 'Child Leaving Form' and submit to Calderdale FIS within 5 working days.

~ Erratic attendance beyond 4 weeks.

If no resolution can be obtained prior to this period, contact Calderdale FIS to inform them of the situation and attempts to address it.

* Diary / note this communication.

In compliance with;

Statutory Guidance on the Provision of Free Nursery Education Places for Three – and – Four Year Olds.

This policy was adopted by

Sunnybank pre-school

Adopted on

01/04/2017

Date reviewed

03/09/2025

Date for next review

06/05/2026

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)