

Dear Parents and Carers,

Attendance and Punctuality

We are writing to remind families of the importance of regular attendance and punctuality for all children attending our nursery.

You will be aware that all places at our nursery are linked to funded entitlement and as such these public funds are subject to attendance requirements. Persistently low attendance may result in a child's place being at risk.

Where attendance is a concern, parents will receive a letter from the school office. It is very important that these letters are not ignored and that any issues affecting attendance are discussed with us as soon as possible so that we can offer support where appropriate.

We have a duty to record all absences, where no reasonable explanation is obtained and in line with our safeguarding protocols, there are further actions we must follow such as a visit to the child's home and/or informing the Head of Early Years at the local authority.

Good attendance and arriving on time help children to settle into routines, build positive relationships with staff and peers, and access the full learning opportunities planned for each session. When children arrive late or are collected late, this can cause unnecessary distress for them and disrupt the learning environment for others. It also has a significant impact on staff supervision.

We have recently seen a noticeable increase in children arriving late at the start of sessions and being collected late. We respectfully ask all parents and carers to ensure children arrive on time and are collected promptly.

Late Collection Charges

From Monday 13th April 2026, we will be introducing late collection charges as follows:

- £5 will be charged for every 15 minutes after 11:30am for morning sessions
- £5 will be charged for every 15 minutes after 3:00pm for afternoon sessions

These charges will be discretionary, based around the reasons for late collection but are necessary to cover additional staffing and supervision costs and to ensure the safety and wellbeing of all children.

We appreciate your cooperation and support in helping us maintain a positive, safe and effective learning environment for all children. If you are experiencing difficulties with attendance or punctuality, please speak to a member of the nursery team or the school office so we can work together to find solutions.

Thank you for your understanding and continued support.

Yours sincerely,



Mr Roche - Principal

