

Date:

Dear

Re:

As part of our agreement with the Local Education Authority finance department, we are required to record and monitor absences of children who receive free nursery education (Early Years Free Entitlement). Funding may be withdrawn or you may be required to reduce the number of hours your child attends if absences total more than 10 days per term. In extreme cases you may be required to give up the place. This is to ensure that free education places are used to their full potential.

Since I wrote to you on:.....your child has missed a furtherdays of Pre-school. This makes a total ofdays' absence this term. We will therefore have to reduce your child's hours and offer them to another family as we can no longer claim full funding.

From w/c: your child's new hours will be:

	Start	Finish	Total hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Yours sincerely,

(Manager)