

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 Funding may be withdrawn or you may be required to reduce the number of hours your child attends if absences total more than 10 days per term.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.

So far this term your child has missed days of Pre-school.

Unfortunately we will have to reduce your child's hours or withdraw their place completely if their attendance does not improve.

If you have any questions, please come and speak to me.

Yours sincerely,

(Manager)