



Minimum Attendance Policy

Background and Aim:

In agreeing to the school's Terms and Conditions and enrolling your child with us, parents/guardians agree to adhere to this Minimum Attendance Policy.

This policy is designed to incrementally increase sessions to aid their development and fully prepare children for their onward move to 'big school' after their time at Bo-Peep.

Please note that the attendance outlined in this policy is, as stated, a "minimum" requirement; parents/guardians are of course welcome to enroll your child for additional sessions as and when desired, and further increases to sessions above and beyond the minimum attendance threshold can be made when assessed as appropriate for your child's needs and development with your child's Key Worker.

Minimum Attendance Outline:

Age	Term	Minimum Attendance Required
2	First Term	First half term: 3 x Mornings per week Second half term: 5 x Mornings per week
2	Second Term (if apt)	5 x Mornings per week
2	Third Term (if apt)	5 x Mornings per week
3	First Term	3 x Full Days and 2 x Mornings per week
3	Second Term	3 x Full Days and 2 x Mornings per week
3	Third Term	3 x Full Days and 2 x Mornings per week
4	First Term (if not final)	3 x Full Days and 2 x Mornings per week
4	Second Term (if apt)	4 x Full Days and 1 x Morning per week
4	Final Term	5 x Full Days per week

Please refer to the [Fees and Minimum Attendance Policy](#) section of our website for pricing and further details on activities included within the relevant sessions.

Outcome of Non-Attendance:

Whilst we appreciate that there may be occasions where children cannot attend school due to unforeseen circumstances, such as illness, we encourage parents and guardians to endeavor to ensure your child attends consistently to maintain their routine and aid their enjoyment and development.

If parents/guardians do not increase their child's sessions over time to at least meet the minimum attendance as outlined above, unless otherwise agreed at our sole discretion, the following will apply:

Age	Term	Outcome if Minimum Attendance not Met
2	Second Term (if apt)	£750 non-compliance charge
2	Third Term (if apt)	£750 non-compliance charge
3	First Term	£1,500 non-compliance charge
3	Second Term	£1,500 non-compliance charge
3	Third Term	£1,500 non-compliance charge
4	First Term (if not final)	£1,500 non-compliance charge
4	Second Term (if apt)	£500 non-compliance charge
4	Final Term	£500 non-compliance charge

Where any such non-compliance charge is applicable and unpaid, the Deposit will be forfeited and required to be replenished.

In general, with the exception of non-attendance due to unforeseen circumstances (such as illness) - and even then, only if written notice is provided as soon as possible (and at the latest one hour prior to their session start time) when it becomes apparent that your child will not be able to attend because of said unforeseen circumstance, the following measures will apply:

- First instance of non-attendance without appropriate notice and approval in a term - warning
- Second instance of non-attendance without appropriate notice and approval in a term - £100 non-compliance charge
- Third instance of non-attendance without appropriate notice and approval in a term - £100 non-compliance charge and suspension pending further notice, with risk of expulsion and forfeiture of Deposit, at our sole discretion

Termination and Suspension remains applicable as per the Terms and Conditions.