



Minimum Attendance Policy

This Minimum Attendance Policy ("MAP") sets out the minimum expected attendance for children attending Bo Peep Nursery. The policy supports children's wellbeing, learning and development through consistent routines and strong relationships.

Purpose of the MAP

The MAP is designed to:

- promote continuity of care and learning;
- support children's emotional security and sense of belonging;
- provide a planned and gradual increase in attendance as children develop;
- ensure children are well prepared for their next stage, including transition to school.

How the MAP Works

Children follow an age-appropriate attendance pathway which increases across the academic year (September to August). MAP progression is automatic and is not reset by a child's birthday.

Two-Year-Old MAP

- Autumn term: Five mornings
- Spring term: Five mornings and one afternoon
- Summer term: Five mornings and two afternoons
- Full-time: Monday to Friday, 8.00am-6.00pm



Three-Year-Old MAP

- Autumn term: Two full days and three mornings
- Spring term: Three full days and two mornings
- Summer term: Four full days and one morning
- Full-time: Monday to Friday, 8.00am-6.00pm

Four-Year-Old Attendance

Children preparing for school attend on a full-time basis to support consistency, confidence and readiness for transition.

Full-Time Attendance

Full-time attendance represents the highest level of consistency and is the Nursery's priority provision. Most families choose full-time care as their child progresses.

Bespoke Attendance

In limited circumstances, the Nursery may agree to a bespoke attendance pattern. Any bespoke arrangement is time-limited and is reviewed at the next MAP progression point. Where a bespoke pattern falls below the applicable MAP minimum, a bespoke rate applies. A bespoke arrangement does not replace the MAP as the minimum contractual attendance.

Reduction in Attendance

Attendance below the applicable MAP minimum constitutes a reduction in contracted attendance and requires prior written approval from the Nursery and not less than four (4) full months' written notice.



Fees

Fees are published as a monthly amount for each attendance pattern. Higher levels of attendance attract a lower hourly rate. Fees are annualised and charged on a calendar month basis across the year, including periods of closure.

MAP progression increases the hours attended and will therefore result in changes to fees during the year. Published fee tables are available on request and on the Nursery's website.

Government Funded Hours

Where a child is eligible for a government funded early education entitlement, the funded hours are provided free of charge at the point of delivery. The value of the funded hours is credited against the child's account at the hourly rate applicable to that child's attendance pattern.

No charge is made to parents for funded hours, and no element of a parent's fee is calculated by reference to the funded hours or to the funding rate paid by the local authority. Parents are charged only for hours attended in excess of the funded entitlement.

Funded hours are stretched across the Nursery's 51-week year so that entitlement is available consistently, including outside term time. A 15-hour weekly entitlement is delivered as approximately 11.18 hours per week, averaging 47.5 hours per calendar month. A 30-hour entitlement is delivered as approximately 22.35 hours per week, averaging 95 hours per calendar month.

Where the Nursery's published hourly rate exceeds the rate paid by the local authority, the Nursery absorbs the difference. Access to the funded entitlement is not conditional on the purchase of additional hours or services.

Eligibility codes for extended entitlements must be reconfirmed by parents in line with HMRC requirements. Where a code lapses or is withdrawn, funded hours cease from the date of withdrawal and those hours revert to the published rate.