

Lanterns Schools Ltd
Lanterns Nursery

SCHOOL POLICY

Changes of Attendance

This Policy refers to Children attending Lanterns Part Time or Full Time Care including half day sessional care.

All parents wishing to reduce or change their days of attendance for their child, must ensure one month's notice is given, and a letter of confirmation has been received from the School Office, which confirms and accepts the new days of attendance according to availability.

The Lanterns Policy of Holidays, Sickness, Emergencies or any Time Out for a child is entirely the choice of the Parent. All payment of fees would still be due according to the child's attendance to hold the child's place at Lanterns, whether the child is Full Time, Part Time or Half Day Sessional Care. If a Parent wishes to reduce days of attendance for a minimum time only, for whatever reason, and then return to their original or increased days of attendance, this is not an offered service at Lanterns Nursery.

If a Parent decides a short Change of Attendance, a minimum six month period of their amended attendance would have to take place and availability checked before returning to the original attendance plan.

Parents wishing to take Short or Medium term breaks would have their child's place held open if full payment of their original attendance continues to be received.