



Change of Pattern Request Form

OFFICE USE ONLY	Date	Initials
Confirmation letter		
Register updated		
Spreadsheet Updated		
ParentPay updated		
New Contract issued		
New contract returned		

Child's Name:	Please indicate when changes will take effect					
Date:	Autumn 1 <i>September</i>		Spring 1 <i>January</i>		Summer 1 <i>April</i>	
Parent Name:	Autumn 2 <i>November</i>		Spring 2 <i>Feb/March</i>		Summer 2 <i>May/June</i>	
Signature:	<i>Please see overleaf for the dates that request forms need to be received by, and when they will become effective. Your request has not been confirmed until you have had written confirmation from the office.</i>					

Please indicate your child's current attendance pattern using this table						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Breakfast Club £4.50 <i>7.45 - 9.15 am</i>						
Early Drop Off £3.00 <i>8.30 - 9.15 am</i>						
AM Session (3 hours) £17.50 <i>9.15 - 12.15 pm</i>						
Lunchtime Provision £2.50 <i>12.00 - 12.45pm</i>						
PM Session (3 hours) £17.50 <i>12.45 - 3.45 pm</i>						
After School Provision £2.50 <i>3.15 - 3.45 pm</i>						
Full Day (6 hours) £35.00 <i>(Includes lunchtime) 9.15 - 3.15 pm</i>						

Use this table to indicate your preferred attendance pattern						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Breakfast Club £4.50 <i>7.45 - 9.15 am</i>						
Early Drop Off £3.00 <i>8.30 - 9.15 am</i>						
AM Session (3 hours) £17.50 <i>9.15 - 12.15 pm</i>						
Lunchtime Provision £2.50 <i>12.00 - 12.45pm</i>						
PM Session (3 hours) £17.50 <i>12.45 - 3.45 pm</i>						
After School Provision £2.50 <i>3.15 - 3.45 pm</i>						
Full Day (6 hours) £35.00 <i>(Includes lunchtime) 9.15 - 3.15 pm</i>						



CNS Attendance Pattern Changes Policy

Permanent Changes

From September 2023, permanent changes to children's sessions will only be made at the beginning of each half term. If you wish to alter your child's pattern of attendance, you must complete the request form and tick the relevant half term box.

There are six half terms each year, which will give sufficient opportunity for parents needs to be met, while enabling children to benefit fully from the nursery routines in place each half term.

Allowing for the four week notice period, the change may not become effective until the half term after next. Requests received after the deadline shown will only be processed the following half term. Please see the table below for relevant dates this year.

Request form received by	Half term	Date change becomes effective
Monday 17 th July	Autumn 1	Thursday 7 th September 2023
Monday 2 nd October	Autumn 2	Monday 30 th October 2023
Tuesday 5 th December	Spring 1	Tuesday 9 th January 2024
Friday 26 th January	Spring 2	Monday 19 th February 2024
Monday 18 th March	Summer 1	Tuesday 16 th April 2024
Monday 13 th May	Summer 2	Monday 3 rd June 2024

If you feel there are extenuating circumstances that require a mid-term change, along with the form you must make written request to the Headteacher Mrs Beth Brice with explanation of the circumstances. In addition to any resulting session fees, there will be an administrative charge of £10.00 for any discretionary mid-term changes.

Ad hoc changes

Ad hoc changes can still be accommodated, up to a maximum of six each half term. Any subsequent ad hoc amendments will be treated as a permanent change, effective from the following half term, unless written application is made to Mrs Brice and the administrative charge paid.
