



## ADMISSIONS AND FEES POLICY

### Statement of Intent

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that everyone has access to the setting through open, fair and clearly communicated procedures.

### Procedures

#### *Admissions*

- Children are offered a place to start at Pre-School from the September after their 2<sup>nd</sup> birthday. Should parents/carer not wish their child to start then, they can remain on the waiting list. There will be a secondary intake of children in January, but only if there are spaces available.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list using the following criteria:
  - Children whose sibling(s) are attending or have attended the Pre-School
  - Looked after children (or where a special request is made by Surrey Early Year)
  - Children living within Ashted (KT21 postcode)
  - Date order of applications received
- The Pre-School does not request any information regarding the needs, background or religion of children prior to offering them a place at the setting, and as such cannot discriminate either accidentally or deliberately. However, with discussion with the parents/cares, we take into account the capacity of the setting to meet the individual needs of the child if this become apparent during the registration process.
- Every effort will be made to accommodate families with looked after children.
- We accept children who are eligible for FEET funding, Universal Funding and Extended Funding.
- Our setting, and its practices, are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities (see Inclusion Policy for further details).
- We share and widely promote our values of diversity and equality.

#### *Fees*

- Upon being offered a place at our setting, parents are asked to pay a registration fee and a deposit to secure the place, both of which are non-refundable if the child does not start at the setting. The deposit will be refunded when the child leaves the setting, less any monies owed.
- Once the parents/carers return their Registration Form, they will be invoiced for half a term's fees based on the sessions they have chosen. This payment will be deducted from the first term's fees after the child has started.
- Children who are eligible for FEET funding are exempt from these charges.
- Children who are already eligible for Universal or Extended Funding when they start at Pre-School will be asked to pay a deposit of £100. This will be refunded once the funding for that child has been claimed.
- Children at the setting are required to have a book bag and change bag. These are available to purchase from the Pre-School. Second-hand items may be available.
- Fees are invoiced at the start of each term and must be paid within 30 days of the invoice date.
- A late payment charge of £10 will be made to any invoice which is not paid by the due date.
- If the invoice is not paid within 7 days of the late payment charge then the setting reserves the right to offer that child's sessions to other children within the setting.

- The setting will consider requests to pay invoices in instalments provided that these are made before the invoice due date and a payment plan is agreed.
- No reduction in fees is made for absence, illness or unexpected closure (see Terms & Conditions and Emergency Closure Policy)

### **Early Education Funding**

- The term after a child turns 3, they are eligible for Universal Funding of up to 15 hours per week or, subject to eligibility, Extended Funding of up to 30-hours per week.
- The funding is capped at 570 hours per year (which starts from the term the child receives their funding)
- Any hours (or part hours) spent at Pre-School over an above the funding a child receives will be invoiced at our standard rate.
- It is the responsibility of parents/carers to ensure that they verify their eligibility for Extended Hours Funding before the cut-off dates.
- Should a child fall out of eligibility for Extended Hours Funding, the Pre-School will invoice the parents/carers for any unfunded hours that a child attends. Notice periods regarding the reduction in the number of sessions a child attends remain the same.
- Children who are in receipt of Universal or Extended Funding will be asked to contribute to the costs of providing snack and other sundry items which are not covered by the government funding. This consumables charge will be levied on the funded sessions only and will be invoiced at the start of each term. If a session is part funded, the charge will be levied if 50% or more of the session is paid by government funding.
- Should parents be unable to pay the consumables charge, they should contact the manager to discuss other ways in which they can contribute to the costs of their child's consumables/sundry items at Pre-School.

### **Policy written August 2021**