



Registered Charity No.: 1155711

## **Admissions and Fees Policy** **(Valid from 17<sup>th</sup> Nov 2014)**

### **Aim**

It is our intention to ensure that all parents/carers are familiar with our Admission and Fees Policy before they accept a place for their child at Pre-School.

The Admission and Fees Policy will be available on our website and parents/carers looking to register with us will be directed to this information. It will also be issued to parents/carers before their child starts at Pre-School. Six weeks' notice will be given to parents/carers of any changes to the Admissions and Fees Policy.

### **Pre-School Sessions**

The Pre-School offers morning or afternoon sessions, according to specific age bands.

- Afternoon sessions: Children must be at least 2 years old by 31st August preceding the academic year in which they start Pre-School.
- Morning sessions: Children must be at least 3 years old by 31st August preceding the academic year in which they start Pre-School.

The age banding ensures that appropriate activities are offered for children of a particular age and to ensure that the children mix socially with their peer group. The majority of admissions are for children to join the afternoon sessions in the September after they are two years old, and they remain in the Pre-School for two years.

### **Diversity and Inclusion**

We treat children and families as individuals regardless of their gender, special educational needs, disabilities, background, religion, and ethnicity or how well they can speak English. We aim to ensure that children with disabilities have access to the full Early Years Foundation Stage Curriculum and can take a full part in Pre-School.

We ensure that information about our Pre-School is accessible in written and spoken form. Where necessary, we will try to provide information in another language, or through signing or an interpreter.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the Pre-School that provides stability for all the children.

### **Waiting List and Deposit**

We arrange our waiting list on a first come first served basis.

Applications can be made at any time from birth. An Application Form can be downloaded from our website ([www.stmartinspreschool.com](http://www.stmartinspreschool.com)) or a paper copy obtained by contacting the Pre-School. A child will be added to the waiting list when an Application Form and £25.00 deposit have been received by the Pre-School. The Administrator will acknowledge receipt of completed Application Forms either by email or telephone.

The £25.00 deposit will be refunded at the end of the child's last half term at the Pre-School. If we are unable to offer the child a place by the beginning of the summer term of their school entry year, the deposit will be refunded. However, if a request is received to refund the deposit earlier, then this will be looked at on an individual basis. If parents / carers choose not to accept the offer of a place at the Pre-School, the deposit will be forfeited.

Parents / carers who are offered a place for their child at our Pre-School and then decline the offer whilst requesting to stay on the waiting list, will automatically be moved to the bottom of the list. However, the Committee will give consideration to requests for a child to remain at the top of the waiting list in exceptional circumstances.

### **Process for Offering Places**

Offers will be made to children of the appropriate age for the session:

Offers will be made to children of the appropriate age in the following order:

- Looked after or previously looked after children
- Children with exceptional social/medical need. Admission would be assessed on an individual basis. In the case of extreme medical needs, we may limit numbers in this category (e.g. to a maximum of 2 children per session) in order to be able to fully meet the needs of both the child and all the other children in the setting.
- Children who will have an older brother or sister still attending the Pre-School at the time of the younger sibling's admission.
- After siblings, places will be offered strictly in the waiting list order.
- Sometimes extra places become available during the year, particularly in afternoon sessions when the child/practitioner ratio is increased once the children have had their third birthdays, or because a child leaves during the year. These additional sessions will be offered to the existing children at the Pre-School by age, after which any remaining sessions will be offered to children on the waiting list.

### **Accepting a Place and Registration Fee**

The offer of a place at the Pre-School will be made in writing. On acceptance of the formal offer of a place at Pre-School, parents/carers must pay a registration fee of £75.00, which is usually refunded from their first half-term's fees. The registration fee will not be refunded in cases where parent/carers decline a place which they had previously accepted.

Initially a minimum of two sessions per week must be accepted for each child attending afternoon Pre-School. A minimum of three sessions per week must be accepted for each child attending morning Pre-School. Requests for fewer morning sessions will be at the discretion of the Manager and would only be considered in exceptional circumstances. Any changes to requested session numbers and days will only be considered in exceptional circumstances and, due to the administrative burden entailed, will result in the non-refund of the £75 registration fee.

### **Free Early Education for 2 year olds**

Families who are eligible for Free Early Education for Two Year Olds (FEET) funding should make the Pre-School aware of this when submitting an Application Form or as soon after this as possible, once eligibility is confirmed.

No deposit or registration fee is payable for applications submitted for children who are eligible for FEET funding. If parents/carers have paid a deposit on application, then this will be refunded when

confirmation of eligibility for FEET funding is received by the Pre-School. If the terms of FEET funding are broken (e.g. irregular attendance) then the child's place may be withdrawn.

### **Free Early Education for 3 and 4 year olds**

Children qualify for Early Years Free Entitlement (EYFE) from the term after their third birthday (cut off dates for qualification apply). Funding is currently available for up to 15 hours each week for eligible children. If the terms of Free Early Education Funding are broken (e.g. irregular attendance) then fees will become due from the parents/carers or the child's place may be withdrawn.

Further information regarding Free Early Years Education Funding can be obtained from Surrey Family Information Service Telephone 0300 200 1004 or the Early Years & Childcare Service Telephone 01372 833833. The Surrey County Council website is [www.surreycc.gov.uk/earlyyearsandchildcare](http://www.surreycc.gov.uk/earlyyearsandchildcare).

### **Fees**

Fees are payable for all hours a child attends at Pre-School that are not covered by FEET or EYFE funding. They are payable in full at the beginning of each term (morning children) and at the beginning of each half-term (afternoon children). Parents/carers will be given an invoice at the beginning of each term/half-term. Parents/carers who are unable to pay the full amount due at the beginning of each term/half-term should contact the Administrator at the earliest opportunity to make a suitable alternative arrangement. Failure to pay fees may result in the child's place being withdrawn by the Pre-School.

Fees are reviewed before the start of the autumn term but may also be reviewed during the year if circumstances dictate. Six weeks' notice will be given to parents of any changes to the amount of fees payable.

### **Refunds**

It will not usually be possible to refund fees if Pre-School has to be closed due to unforeseen circumstances, such as adverse weather conditions. Refunds cannot be given for non-attendance e.g. if a child is on holiday or unwell.

### **Notice of Withdrawal**

If a child is to be withdrawn from the Pre-School, notice must be given in writing to the Administrator by the last day of the half term preceding the half term in which the child will leave; minimum six weeks' notice is required.

If sufficient notice is not given, then the next full half-term's fees must be paid in lieu of notice, in addition to any fees outstanding for the period that the child has attended. If sufficient notice is not given for a child who was in receipt of Free Early Education funding, parents/carers will be liable for one half term's full fees in lieu of notice, if Surrey County Council do not continue to fund the child for this period.

### **Other Charges**

Occasionally the Pre-School may charge for other activities. Such activities may include outings, football sessions and the Christmas parties. These activities are optional and parents/carers will be informed of the activity and associated charges in advance.

**Payment Methods**

Internet banking (BACS) or childcare vouchers are the preferred for payments. Payments can also be made by cheque. Cash payments can also be accepted; parent/carers should obtain a receipt as proof of payment.

**This policy has been adopted by St Martin's Pre-School Committee:**

Date:	
Signed:	
Role of signatory:	