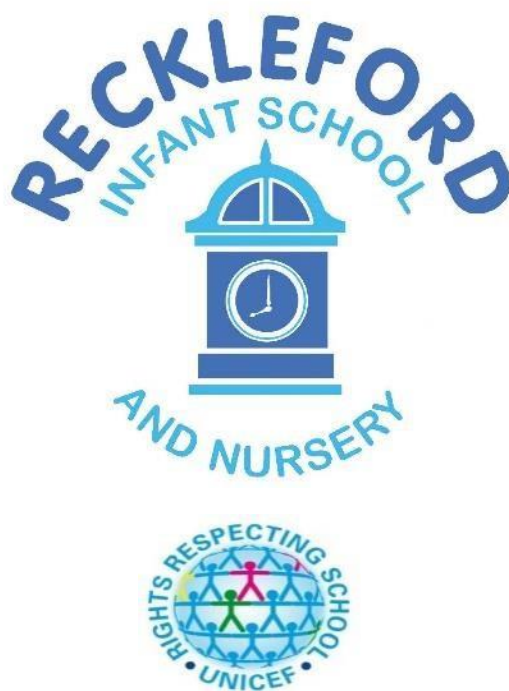


# Reckleford Infant School and Nursery

## Nursery Admissions and Fees Policy April 2024



Headteacher: Mrs J Greathead  
Chair of Governors: Mr T Hind

**Next review April 2025**

## Admission and Fees Policy – effective from 01/04/2024

**Reckleford Nursery is a Local Authority Nursery which is part of Reckleford Infant School. It offers education and care for children from 2 years old until they start school, in a quality, safe and stimulating environment. *Parents are able to use their Early Years Entitlement (EYE) of 15 hours a week for their child at the setting if they are entitled to funding or 30 hours funding for 3 year olds for some working families.***

### **Admissions**

Application for a place in nursery needs to be made by completing an Application Form which is available from the school office or Nursery.

We have three starting dates throughout the year; September, January and April. Children can start nursery the term after their 2<sup>nd</sup> or 3<sup>rd</sup> birthday. Children moving into the area may be admitted in between these dates in exceptional circumstances at the discretion of the Nursery teacher.

### **Eligibility**

To be eligible for a 2 year old place (15 free hours per week) the child must be in receipt of 2 Year old funding. Confirmation of funding will be required before a place is allocated. You will need to visit <https://www.childcarechoices.gov.uk/> to see if you are eligible. Alternatively, if a place is available parents may be able to purchase additional hours as detailed below.

Children will be eligible for the Early Years Entitlement (15 hours a week) the term after their 3<sup>rd</sup> birthday. For example, if a child is 3 in December they can claim funding after the Christmas Holiday in January.

Some parents may be entitled to 30 hours free funding for children who are 3 from the term after their 3<sup>rd</sup> birthday. You will need to visit <https://www.childcarechoices.gov.uk/> to see if you are eligible. **See below for more details.**

Those parents who wish to pay for their child's full or partial sessions may be eligible for Tax Free Childcare for more information and to apply please visit: <https://www.gov.uk/tax-free-childcare>

Some employers offer Childcare Vouchers as part of their benefits package, please speak to the School Office if you would like to use these toward your child's nursery fees.

The nursery is open to all children in the Yeovil Area. Each applicant will be considered for a place as detailed below.

### **Allocation of places**

- Places will be allocated on a 'first-come-first-served' basis with priority given as detailed below.
- Once the nursery is full, a waiting list will be in operation.

- A balance of allocated places will be maintained between those children identified as having a particular educational and/or social need and those without. Also, a balance will be maintained of ages in order to include children throughout the span of the age group.
- When there is an over-subscription of applicants, priority will be given to those children who fall within the catchment area of the school and/or have siblings already in the school.
- Parents will be asked for their preference for session times before they start nursery. These will be allocated on a 'first-come-first-served' basis so a prompt reply is advised.
- Acceptance of a place will be made in writing detailing the child's start date and 'Stay and Play' session. If a child fails to attend within 5 days of their start date and no reason is given, then the offer of a place may be withdrawn, and the place allocated to another child.
- Parents/Carers will need to complete/provide the following documents prior to a confirmed start date being given:-

- ✦ Admission form
- ✦ Read and sign the fees policy
- ✦ Copy of birth certificate/passport
- ✦ Parent declaration form
- ✦ Child Registration form
- ✦ Parent Contract/Hours form
- ✦ Confirmation of funding for 15/30 hours funding.

### **Settling In**

To enable your child to get used to the setting and for us to get to know you and your child, the following settling in arrangements are in place:

- 1) 30 minutes 'stay and play' with parent/carer
- 2) 1 hour 'stay and play' without parent/carer
- 3) Child starts normal hours – **all paperwork must be completed before this date.**

Children who are unsettled or who have additional needs will have their own settling in plan as agreed with parents and the nursery teacher.

### **Allocated Hours and Sessions**

Reckleford Nursery is open for 38 weeks of the year during term-time only. There are morning and afternoon sessions each day. Your child will be allocated a place for either mornings or afternoons for 5 days per week (Monday to Friday) or all day.

### **From April 2024**

Early morning session 8.15-9am		Additional fees
Morning session 9.00-12.00pm	Early years funding	
Afternoon session 12-3pm	Early years funding	

## **Early Years Entitlement Funding**

- We are in receipt of Early Years Entitlement Funding (**EYE**) for 3 and 4 year olds; this will be available from the term after your child's 3rd birthday.
- Your child is entitled to 15 free hours per week for 38 weeks under the Early Years Entitlement unless they are entitled to 30 hours funding.
- All fees charged relate to those hours or weeks not funded by the EYE Funding. Parents/carers will be charged for any time attended over their child's EYE Funding allocation.
- Your child will be allocated a place for a minimum of 15 hours per week for 38 weeks. Even if your child attends for less than 15 hours per week we will claim the full 15 hours Early Years Entitlement. This means that your child will not be able to attend any other setting unless they are dual placed for Special Educational Needs requirements.
- If you chose to change your child's nursery you will have to give us 4 weeks' notice otherwise you may not be able to claim your child's EYE at their new setting. A leavers form is available from the School Office.

## **30 Hours Entitlement for Working Parents**

Parents who work the equivalent to 16 hours at minimum wage or more, may be entitled to claim an additional 15 hours of funded childcare. Reckleford Nursery offer a limited number of places for parents wishing to take up these additional funded hours.

In order to see whether you qualify visit <http://www.tax.service.gov.uk/childcare-calc> or speak to the School Office.

If approved you will be given a 30 hours code. Please bring this to the school office along with your National Insurance number. Parents will need to complete a form of consent if they can not attend in person so that a validation check can be completed. If successful your child will be allocated a 30 hour place (provided one is available) and will be advised of the expiry date of the 30 hour funding.

It is the parent's responsibility to inform the local authority if you are no longer entitled to 30 hours (i.e. you stop working or reduce your hours). You will then enter a 'Grace period' by the end of which your child will no longer be able to take up more than their 15 hours 'basic entitlement' or you will be required to pay for additional hours.

Please note that it is the parent's responsibility to renew the 30 funding online before the expiry date. Once renewed you must advise the school office in order that a validation re-check may be completed before the expiry date. Failure to do so will mean your child's entitlement to a funded place is reduced to 15 hours per week.

## **2 Year Old Funding**

- You will need to apply for 2 Year Old funding at <https://www.childcarechoices.gov.uk/>

- Confirmation of 2 Year Old funding will need to be sent to the school before a place can be allocated.
- If you are eligible your child will be entitled to 15 free hours per week for 38 weeks under the 2 Year Old Funding offer. Once these hours have been used any additional hours will be chargeable.
- All fees charged relate to those hours or weeks not covered by 2 Year Old Funding. Parents/carers will be charged for any time attended over their child's 2 Year Old Funding allocation.
- Your child will be allocated a place for a minimum of 15 hours per week for 38 weeks. Even if your child attends for less than 15 hours per week we will claim the full 15 hours 2 Year Old Funding. This means that your child will not be able to attend any other setting unless they are dual placed for special educational needs requirements.
- If you chose to change your child's nursery you will have to give us 4 weeks' notice otherwise you may not be able to claim your child's funding at their new setting. A leavers form is available from the School Office.

### **Fee Paying**

#### **Additional Hours, Billing and Invoicing**

Additional hours on top of government funding can be requested. Requests for additional hours may be made by completing the session times form. Please ask at the school office.

**As of April 2024, parents will be asked to pay a £10 per term contribution towards consumables** (such as messy play items, cooking, playdough etc). This will be added to your invoice in September, January and April.

#### **From 1<sup>st</sup> May 2024:**

<b>2 year olds</b>	<b>£6 per hour</b>
<b>3 and 4 year olds</b>	<b>£5.50 per hour</b>

#### **From 1<sup>st</sup> September 2024:**

<b>2 year olds</b>	<b>£7.50 per hour</b>
<b>3 and 4 year olds</b>	<b>£6 per hour</b>

The first month's fees will be required in advance to secure your child's space before they start.

Fees are subject to review in April 2025. We will always endeavour to give 4 weeks' notice for any fee changes in line with our cancellation policy.

Invoices are sent to every parent/carer on a monthly basis via email in advance and must be paid by the date stated on the invoice. *If you require your invoice to be printed an administration fee of 50p will be added.*

- Cheques should be made payable to **Somerset County Council**.

- If you are paying in cash please have the correct money as **we are not always able to give change**. Alternatively, the difference may be added as a credit to your next invoice.
- Please pay a member of staff in the **SCHOOL OFFICE**. **Please note: Nursery Staff cannot accept nursery fees.**
- If you are paying your child's invoice via a Tax-Free Childcare account please let the School Office know your payment date and reference number.
- We require at least **four weeks' notice** to process changes to your child's hours. Please ask for a form in the school office. Your request will then be processed and if there is availability a confirmation letter will be given to you confirming the start date of the amended hours.
- **All hours on top of Early Years Entitlement Funding must be paid for even if your child is off nursery due to illness, day trip, holiday etc as the nursery is keeping his/her place open.**
- In case of continuing illness, please consult the Nursery Teacher as soon as possible; who will consult the Headteacher and payment will be at their discretion

**For any parents/carers failing to pay by the due date the following procedure will apply**

**Late/Non-Payment of Fees Procedure** - Any problems concerning the payment of your invoice, please talk to the Nursery Teacher or Business Manager in the school office as soon as possible. All information will remain confidential.

A late payment fee of £5 per working day will be applied from the date fees are overdue. If fees remain unpaid after 7 days from the due date then your child's additional paid hours will be terminated and they will only be able to access the EYE 15 funded hours.

We may pursue the debt using Local Authority procedures.  
Fees will be charged from the start date provided by the nursery.

**Universal Credit**

If you receive Universal Credit you may be able to get help towards the cost of childcare. For further details contact the Tax Credits Helpline on 0845 300 3900 or visit [H.M Revenue and Customs \(HMRC\) website](#)

**If you wish to claim for help towards childcare costs you may be asked to provide evidence to the HMRC. It is therefore essential that you retain your receipts for the nursery fees you pay. If you require duplicate receipts an administration fee of £15 will be charged.**

**Termination of the contract/cancellation**

**Setting** - The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure.

**If your child has been absent from the nursery for more than 4 weeks, we are not able to claim funding for your child and we will terminate their place, this includes holidays. The place will then be allocated to another child from the waiting list.**

**In the event that your child has a long-term illness, that prevents them from attending the nursery, it is essential that we are kept fully informed on a weekly basis in order to prevent their place from being terminated.**

**Parents/carers** - Four weeks written notice must be given to the setting to terminate a child's place, by completing a termination form. If written notice is not received, four weeks fees will be charged, and we will claim 4 weeks EYE funding.

### **Late Collection of your child at the end of the Nursery session**

If you do not pick up your child on time a late collection fee will be required. The charge for late collection at the end of the nursery session will be £5 per quarter of an hour. Exceptional circumstances will be considered on a case by case basis.

### **Food**

The nursery provides a morning snack for all children. Those children attending the afternoon session at nursery must bring a packed lunch from home. Lunch boxes must not contain fizzy drinks, sweets or solid chocolate bars.

### **Bank Holidays**

We will not claim funding or charge fees for bank holidays as part of the Early Years Entitlement hours.

### **INSET Days**

We will not claim funding or charge fees for INSET days as these are outside the 38 weeks of the year.

### **Closure for Emergency**

In the event of the nursery having to close due to an emergency e.g. bad weather or other exceptional circumstances, we will claim for the EYE hours that you would normally have attended. We will **not** charge your normal fees if we close the nursery.

### **Exclusion**

In the event of your child being excluded, we will still claim the normal 15 or 30 hours per week and fees will still be payable for the time of the exclusion as your child will be holding a place.

### **Prior Attendance at another setting**

When completing the nursery admission form, it is essential that you advise us if your child has previously attended another nursery, playgroup or childminder. This is so that we can ensure your child does not start our setting until sufficient notice has been given to the previous provider. Failure to do so may result in you paying for your child's nursery place until such time as the notice period for the previous provider expires and we are able to claim funding for your child.