

## Administration

### 4.1 Admissions & Fees

#### Policy Statement

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 all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### Procedures

- We will endeavour to make information about our setting readily accessible. We will seek to provide translated written materials where language needs of families suggest this is required as well as looking to access an interpreter.
- In order to achieve the fairest possible procedure for admissions to the Nursery, the following priority list will be considered when places are limited:
  - Looked after children.
  - Children who have additional needs.
  - Siblings already attending St Michael's Community Nursery or St Michael's C of E First School.
  - Residence in the catchment core areas of Mickleham, Westhumble, Boxhill, Headley, Leatherhead, Dorking and primarily proximity to the Nursery.
  - Date of application.
  - Any other relevant circumstances.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being an additional language.
- We make our Equal Opportunities Policy known.
- 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 setting that provides stability for all the children.

### Attendance

Although education for children of nursery age is non-statutory, regular attendance does help to establish a good routine and consistency. It supports a child's developing confidence enabling them to gain maximum benefit from the education offered at nursery school

- Children are expected to attend nursery on the days parents have agreed. They should arrive promptly to start the session at 9.15a.m. Late arrivals can make it difficult for a child to join in activities in progress and can disrupt other children.
- Parents must contact the nursery either by telephone, in person or by email if their child is not attending or will be late and provide a reason. Contact should be made before the session starts.
- Regular non-attendance may give cause for concern about the welfare of the child. In such circumstances the designated safeguarding officer will refer to safeguarding policies.
- Regular non-attendance could result in relinquishing the child's place.
- We require 8 weeks notice of your child leaving nursery or a reduction in hours. Fee's will remain payable should your child leave within this notice period.

### Fees

Session fees are detailed in the *Guide for Parents and Carers* booklet (contained in admissions pack) and also detailed on our website. They are reviewed annually and parents will be given a half terms notice if any increases are necessary during an academic year.

We are registered on the Surrey Directory of Providers and are able to claim the Early Years Free Entitlement (EYFE) Parents will need to complete a registration form which we will provide. We are able to claim Free Education for Two-year olds (FEET) funding. Parents who are entitled to claim will need to provide their unique code BEFORE the start of the funded term.

At St. Michael's, children are eligible for EYFE and FEET funding for 15 hours/week for 38 weeks a year. From September 2017 the government will fund upto 30 fully funded hours for eligible 3&4year olds. We can direct parents to providers who may be able to offer additional hours and offer a fully funded place, or to providers who will share funding entitlement. We may also be able to claim Early Years Pupil Premium for disadvantaged three and four year olds.

Fee's are billed on a termly basis and may be paid by cheque, BACS or childcare vouchers. Payment is expected within 30 days. As a registered charity with limited funds at our disposal, we expect Parents to assist us with the smooth running of the setting by ensuring that all fees are paid promptly. Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. We currently charge a late payment administration fee of £10. Graduated payments may be agreed at the discretion of the Treasurer. Persistent non-payment of fees will be addresses by the committee. The Committee reserves the right to take further action to recover unpaid fees, any associated costs and the child will lose their place at the nursery.

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<i>Hilary Budd</i>		<i>05/04/18</i>	<i>Manager</i>
<b><i>Policy Review Date: August 2019</i></b>			