**Admissions and Fees Policy**

**Rationale**

***Acorns Nursery aims to provide a fair and transparent admissions system. The fee structure will be applied fairly and consistently.***

***Acorns Nursery aims to offer a competitively priced high quality childcare service for families in the local community. Priority for places will be given to children from the local community however children will be accepted from other local areas if there are places available.***

**Implementation of Policy**

**Admissions**

* Parents may contact the setting for more information by telephone 01761 438650, e-mail office@trinitychurchschool.com .
* Parents/carers will be offered an opportunity to look around on a normal working day.
* Once the admission is agreed in writing, the parent or carer will be contacted to arrange a date for the child’s first session at the Setting.
* Our nursery is a fully inclusive setting and endeavours to meet the needs of all our children. From time to time where appropriate, the length of time spent in the nursery can vary for individual children. Staff will do their best to meet the needs and cater for all children attending the nursery. Strong parent partnership will allow all children to flourish and develop at their own pace.

**Waiting List**

***To ensure that admissions to the Setting are fair and transparent the following procedures will be followed:***

* When a parent or carer makes an enquiry to the setting and there is not a place available, the Setting’s waiting list procedure will be explained fully and a copy of the Admissions and Fees policy sent to the parent or carer.
* Parents or carers will be required to complete an Application Formindicating the days they wish their child to attend and when they would like the place to commence. The details of this request will be placed on the waiting list in the date order that they are submitted.
* The waiting list is managed on a ‘first come first served’ basis with priority given to children from the local area. The Setting will advise the parent or carer at the time of application on an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement from the setting.
* When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within fourteen days the next person on the waiting list will be contacted and offered the available place.
* If the parent or carer still wishes to take up the place for their child they will be asked to complete the Admissions Form and Multi Consent Forms and agree a start date for their child.

**Fees**

Acorns Nursery understands that the cost of childcare places a large financial commitment on the parent or carer. However the cost of organising, providing and running a childcare service for children is high, and the setting must ensure that fees collected enable the setting to remain viable and to sustain the high quality of provision on offer at Acorns Nursery.

* The level of fees will be set by the Governing Body and reviewed annually in July. If a new fee level is felt necessary to maintain standards at the setting, this will start in September of the same year. Parents or carers will be given one months’ notice of any change in the level of fees or charges.
* The full fee per session of three hours is currently £12 for 3yr olds and £16.50 for 2yr olds.
* Pricing changes will take effect the term after the child’s 3rd birthday.
* Payment of fees must be made on an agreed day in advance.
* Payment should be made via ParentPay before the invoice due date.
* If a parent/carer is in receipt of childcare vouchers or in receipt of benefits this needs to be discussed with the Setting Manager prior to the child starting the setting. Acorns Nursery will offer support for parents/carers to fill in Tax Credits and benefit claim forms related to childcare costs.

**Occasional Use**

* Acorns Nurseryunderstands that sometimes emergency situations may arise, and if there is availability children may attend the Setting on a casual daily basis. Prior notice must be given by 1.30pm on the day attendance is required by the child’s parents. Casual users may only use the setting providing there is an appropriate ratio of adults to children. Occasional users must have pre-registered and completed the Emergency Contact Form and Multi Consent Form prior to the occasional use of the setting. The same fee structures and procedures apply for occasional use.

***Please note that all payments are non-refundable, and child absences and holidays taken within term-time must be paid for to ensure the sustainability and viability of the setting***.

**Late Payment**

* If fees are not paid on the agreed day the Setting will notify the parent or carer in writing to request immediate payment. If parents or carers are experiencing difficulties they are advised to speak to the school office, who will assist where possible to ease the situation and try and come to an amicable solution.
* The school office will issue a formal written warning to the parent or carer if late or non-payment continues over a period of time, and if the parent/carer has made no attempt to explain the situation.
* If fees are paid persistently late or not paid with no explanation the Setting reserves the right to terminate the child’s place.
* Late collection of children after the official finish time of 11:45am or 3:15pm will incur a fine of £5 per child per day. Persistent late collection of children may jeopardise a child’s place at the Setting. If additional payments are not made, or parents do not speak to the Headteacher to discuss the situation, the child’s place may be terminated.
* Parents or carers must give one months’ notice in writing to signal that they wish to terminate their child’s place at the setting and payment for the months’ notice period must be received in full.

Any queries or concerns about payment of fees or admissions to the Setting should be discussed with the School Business Manager, contact details listed below.

Elaine Selby, Trinity Church School, Woodborough Lane, Radstock, BA3 3DE. Tel: 01761 438650 Email: finance@trinitychurchschool.com

**Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

***Any questions or concerns regarding this policy should be made to*** the setting in writing***.***