



Acorns Nursery Trinity Church School

Woodborough Lane, Radstock BA3 3DE
Telephone 01761 438650

Admissions and Fees Policy

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

- We accept applications for children to start with us at the beginning of each term – 6 times per year. However, funding will only become available (where claimed) at the start of each main term (September, January and April) – whichever is the soonest after you become eligible. Please note, this also depends on your child's date of birth:

WHEN TO APPLY FOR FUNDING		
Child's date of birth between:	Funding start date (if eligible)	Recommended time to apply
1 September - 31 December	Term starting on or after 1 January	15 October to 30 November
1 January - 31 March	Term starting on or after 1 April	15 January to 28 February
1 April - 31 August	Term starting on or after 1 September	15 June to 31 July

- Parents may contact us for more information by telephone 01761 438650, email office@trinity.mnsp.org.uk .
- 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 home visit, settling-in sessions and start date.
- 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.





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Waiting List

To ensure that admissions to Acorns Nursery are fair and transparent, the following procedures will be followed:

- When a parent or carer makes an enquiry and there is not a place available, our 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 Form indicating the days they wish their child to attend and the term 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. We 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 with us.
- When a place becomes available, the parent or carer who is highest on the waiting list will be contacted by telephone or email 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 Application Form and a start date will be agreed 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 we must ensure that fees collected enable us 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 June/July. If a new fee level is felt necessary to maintain standards at Acorns, this will start in September of the same year. Parents or carers will be given one month's notice of any change in the level of fees or charges.
- The current hourly rate is £5.50 for 3 and 4yr olds and £6.50 for 2yr olds.
- Pricing changes will take effect the main term after the child's 3rd birthday (September, January or April).
- Payment should be made via ParentPay before the invoice due date.
- If a parent/carers is in receipt of childcare vouchers or in receipt of benefits, this needs to be discussed with the Nursery or Office Manager prior to the child starting. Acorns





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Nursery will offer support for parents/carers to fill in Tax Credits and benefit claim forms related to childcare costs.

Occasional Use

- It is sometimes possible to offer ad hoc sessions or occasional use in Acorns Nursery. However, this must be agreed in advance with the class teacher and a form must then be completed for the school office. The session/s will be invoiced separately and must be paid promptly, and before the requested extra sessions take place, where time allows. If payment is not received, future session requests may not be permitted. Previous invoices must have been settled in full before additional sessions are agreed.

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 provision.

Late Payment

- If fees are not paid on the agreed day, the School Office will send reminders 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, we reserve the right to terminate the child's place.
- Late collection of children after the official finish time of 11:45am, 12.15pm 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 Acorns. If additional payments are not made, or parents do not speak to the Executive Headteacher to discuss the situation, the child's place may be terminated.
- Parents or carers must give one month's notice in writing that they wish to terminate their child's place at Acorns Nursery and payment for the month's notice period must be received in full.

Any queries or concerns about payment of fees or admissions to Acorns Nursery should be discussed with the Office Manager:

Kerry Crowdy, Trinity Church School, Woodborough Lane, Radstock, BA3 3DE.
Tel: 01761 438650 Email: office@trinity.mnsp.org.uk



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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 in writing.

I understand and agree to the terms and conditons contained within this document.

Signed		Print name	
Name of child		Dated	

Last updated: December 2025

Next Review: June 2026

