



KNOWLEDGE – EQUALITY – DETERMINATION – ACHIEVEMENT

# **Oakwood Nursery Admissions and Fees Policy**

Adopted for: Oakwood Primary Academy

Date of this Policy: January 2026

Review policy: January 2027

Oakwood Nursery operates a transparent admissions process that offers excellent value for families while maintaining the highest standards of early education and care. Our aim is to provide an inclusive, nurturing environment where every child is supported to reach their full potential, regardless of background or circumstance.

## **Opening Hours and Session Times**

Oakwood Nursery operates **term time only**, Monday to Friday.

### **Nursery Opening Hours:**

**7:45am – 4:00pm**

### **Session Options**

We offer flexible sessions to meet family needs:

- **Full Day:** 8:45am – 2:45pm
- **Morning Session:** 8:45am – 11:45am
- **Afternoon Session:** 11:45am – 2:45pm

## **Wraparound Care**

To support families requiring extended hours, wraparound care is available:

### **Morning Wraparound**

- 7:45am – 8:45am: £8.00
- 8:15am – 8:45am: £4.00

### **Afternoon Wraparound**

- 2:45pm – 3:15pm: £4.00
- 2:45pm – 4:00pm: £8.00

## Funded Early Education Entitlements

Oakwood Nursery offers government-funded early education for children aged **2–4 years**, in line with national Early Years Education and Childcare Entitlements.

### 2-Year-Old Funding (Disadvantaged Entitlement)

Eligible families may access **up to 15 funded hours per week**, starting the term after the child's second birthday.

Eligibility is determined by income, benefits, or criteria set by **East Sussex County Council**. Applications are made via the local authority funding portal.

### Working Parent Funding – 2-Year-Olds

- From **April 2024**: Eligible working parents can access **15 funded hours per week**
- From **September 2025**: This will increase to **up to 30 funded hours per week**

Parents must:

- Apply via **HMRC**
- Provide a valid eligibility code
- Reconfirm eligibility each term

### Universal Funding – 3- and 4-Year-Olds

All children aged 3 and 4 are entitled to **15 funded hours per week**, starting the term after their third birthday.

## **Extended (30 Hours) Funding – 3- and 4-Year-Olds**

Eligible working parents may access **up to 30 funded hours per week** during term time.

A valid HMRC eligibility code must be provided and reconfirmed for each term.

## **Additional Funding Support**

Additional funding may be available through:

- **Early Years Pupil Premium (EYPP)**
- **Disability Access Fund (DAF)**
- **Inclusion Funding**

## **Admissions Procedure**

- Parents/carers may make an enquiry at any time.
- Submission of an enquiry does **not** guarantee a place.
- All admissions and registration paperwork is completed **online via a secure QR code**.
- Support is available at nursery for families without access to a computer or device.

The Nursery Manager (or a designated member of staff) will:

- Contact families to discuss availability
- Arrange a nursery visit
- Confirm session patterns and start dates

Once a place is offered, parents/carers will be required to:

- Complete all required paperwork
- Provide relevant documentation
- Arrange settling-in sessions

## Key Person Allocation

Each child will be assigned a **Key Person** once they have had time to settle into nursery.

This ensures the relationship forms naturally, based on the strongest bond, supporting emotional security, and helping every child feel safe, valued, and connected.

## Waiting List

To ensure fairness and transparency:

- Children are added to the waiting list **in order of enquiry**
- The Nursery Manager will contact the next eligible family
- Parents must confirm acceptance **within 10 days**
- Admission paperwork and start dates must be arranged within **24 hours** (or at the Manager's discretion)

Parents are advised to have alternative childcare arrangements in place should delays occur.

## Attendance and Continuity

Regular attendance supports children's development and ensures continued funding eligibility.

- Persistent low attendance or frequent unexplained absences may result in funding being reviewed in line with local authority guidance
- Parents will be informed in advance if concerns arise

## Fees Policy

Oakwood Nursery aims to keep fees fair, transparent, and sustainable while delivering high-quality early education.

- **Additional hours (outside funded entitlement):** £8.00 per hour
- Fees are payable **monthly in advance** via **ArborPay**
- Each child will have an ArborPay account set up on enrolment

## Late Payments

- A **£10.00 late payment charge** may be applied
- Persistent late or non-payment may result in the child's place being withdrawn

Parents experiencing financial difficulties should speak to the Nursery Manager as soon as possible to discuss support options.

## Notice Period, Holidays and Absence

- One month's **written notice** is required to withdraw a child from nursery
- The nursery operates for **39 weeks per year** (38 funded weeks)
- Fees remain payable during holidays and periods of absence
- Fees remain due for up to **two weeks of sickness absence**
- Longer absences may be reviewed at the Manager's discretion