



KNOWLEDGE – EQUALITY – DETERMINATION – ACHIEVEMENT

Nursery Admission and Fee policy

Policy Adopted for:	Oakwood Primary Academy
Date of this Policy:	November 2024
Review date :	November 2025

We are committed to providing a fair and open admission system that offers a competitively priced and good value service.

Admissions

When a parent/carer contacts the Nursery enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available, the parent/carer and the child will be invited to visit the Nursery and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Nursery contract to confirm their child's place.

Parents/carers will also be expected to complete and sign the Emergency Medical Treatment Form.

Once the admission is secure, the Manager, or a designated member of staff, will contact the parent/carer concerned to arrange a starting date for the child. At this stage, the provisions of the Settling In policy will come into operation.

A place in the Nursery does not guarantee a place in the school.

Parents/carers of children in the Nursery **MUST** apply for a Reception school place through East Sussex School Admissions.

Waiting List

To ensure that admissions to the Nursery are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

Please note - We would always suggest that parents/carers have alternative backup childcare plans.

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Nursery's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Nursery in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis. The Nursery will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Nursery.
- When a vacancy at the Nursery becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list. The parent/carer must reply to any statement of intent of offer within 10 days otherwise the nursery will assume a place is not required at that moment in time and their application form will be added back on the waiting list.
- Once an initial statement of intent of offer has been responded to by the parent/carer a place will be able to be offered. When a place is offered to a parent/carer the longest that it will be held for is 24 hours, or at the management's discretion. This means that admission forms and a start date must be completed/arranged within this period. If a parent/carer still wishes to take up the place for their child, they will be asked to complete the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

The Nursery understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Nursery, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Registered Person and reviewed annually in the light of the Nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant
- Payment of fees should be made monthly, on an agreed day prior to the start of the month in question. Individual payment arrangements will be negotiated between the Manager and parents/carers. Payments are made via ArborPay. (Each child will have an account set up during enrolment).
- If the fees are not paid on time, the Nursery will notify the parent/carer in writing and request payment at the earliest possible opportunity. You may incur a late fee charge of £10.00 if payments are made late.
- The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Nursery being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Nursery will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Nursery for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Nursery.

If you decide you no longer need a place at the Nursery you must contact the Nursery Manager as soon as possible as we would require one month's notice in writing of your intention to remove your child.

Holiday and sickness absence – payment

Fees will still be due if your child is on holiday during Nursery time. The Nursery will be open for 39 weeks of the year, 38 funded weeks. This is subject to change and dependent on required provision on occasion. Fees are still payable in the event of sickness for two weeks, if your child is sick from nursery for a period of sickness that is expected to be longer than 2 weeks then please contact the manager as we will look at all cases on an individual basis.

(Reviewed: Reviewed May 2024, Next review May 2025)