



## Sunflowers Nursery

### Policy for Admissions, Fees and Attendance

#### Attendance at Sunflowers Nursery does not guarantee a place in Reception at Northgate Primary School and parents need to apply separately.

This policy is given to all parents on entry to Sunflowers Nursery.

We undertake to meet the needs of every unique child, please see our SEN Policy for further information.

There are a maximum of 24 places for our Nursery with a ratio of 1 adult to 8 children for 3 and 4 year olds and 1 adult to 4 children for 2 year olds. The maximum number of 2 year olds in any one session is 8.

Our setting is committed to providing a fair and open admission system that offers a competitively priced and good value service regardless of whether they opt to pay for additional hours or school meal. As a provider of registered child care, we both encourage and actively support parent visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and <https://fiso.norfolk.gov.uk/synergy/neo/neo.aspx> to see what help may be available to them.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Charges for additional services such as trips will be agreed in advance with families. At our Nursery there is no charge for the costs of snacks or consumables with the exception of £2.30 the cost of a school lunch if parents wish their child to have one. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

#### Admissions for two year olds

Children may be admitted into our Nursery after their second birthday if a place is available. Children not eligible for funding will be required to pay for all sessions booked. Full fees are charged if your child is ill or does not attend the sessions booked.

#### Children eligible for funding

<b>A child born between:</b>	<b>Will be eligible for a free place from:</b>
<b>1<sup>st</sup> April and 31<sup>st</sup> August (inclusive) and in receipt of certain benefits</b>	The start of the <b>Autumn Term</b> following their 2 <sup>nd</sup> birthday until statutory school age
<b>1<sup>st</sup> September and 31<sup>st</sup> December (inclusive) and in receipt of certain benefits</b>	The start of the <b>Spring Term</b> following their 2 <sup>nd</sup> birthday until statutory school age
<b>1<sup>st</sup> January and 31<sup>st</sup> March (inclusive) and in receipt of certain benefits</b>	The start of the <b>Summer</b> following their 2 <sup>nd</sup> birthday until statutory school age
Please note that for calculation of eligibility for funding, the start date for each term is the 1 <sup>st</sup> of the month and may not correspond with the actual term dates.	

Children eligible for funding are entitled to a maximum of 570 hours per year over three claim periods. At Sunflowers eligible children are able to access up to 15 hours of free childcare per week up to the maximum number of hours available to claim each period between 8:45 – 15:30 subject to session times. Parents can use their hours at a maximum of 2 sites in a single day. Any hours booked over the maximum for that term will need to be paid for. Full fees are charged if your child is ill or does not attend the sessions booked.

Children usually start Nursery at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available children may start mid-term. Children wishing to change their hours will be able to do so up on written request. We will work with parents to ensure that as far as possible the hours/sessions offered are as free provision and convenient for parents working hours. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

**Admissions for three and four year olds**

**3 and 4 year old funding entitlement (UNIVERSAL OFFER)**

All 3 and 4 year olds in England can get 570 hours of free early education and childcare per year, until they either start reception class in a maintained/free school or academy or reach compulsory school age, which is the term after their 5th birthday.

**3 and 4 year old funding entitlement (EXTENDED OFFER)**

Some 3 and 4 year olds in England can get an additional 570 hours of free early education and childcare per year, until they either start reception class in a maintained/free school or academy or reach compulsory school age, which is the term after their 5th birthday

Children may be admitted into our Nursery after their third birthday if a place is available. At Sunflowers eligible children are able to access up to 30 hours of free childcare per week up to the maximum number of hours available to claim each period between 8:45 – 15:30 subject to session times. Parents can use their hours at a maximum of 2 sites in a single day. Any hours booked over the maximum for that term will need to be paid for. Full fees are charged if your child is ill or does not attend the sessions booked.

**Children eligible for funding**

<b>A child born between:</b>	<b>Will be eligible for a free place from:</b>
<b>1<sup>st</sup> April and 31<sup>st</sup> August</b> (inclusive)	The start of the <b>Autumn Term</b> following their 3 <sup>rd</sup> birthday until statutory school age
<b>1<sup>st</sup> September and 31<sup>st</sup> December</b> (inclusive)	The start of the <b>Spring Term</b> following their 3 <sup>rd</sup> birthday until statutory school age
<b>1<sup>st</sup> January and 31<sup>st</sup> March</b> (inclusive)	The start of the <b>Summer</b> following their 3 <sup>rd</sup> birthday until statutory school age
Please note that for calculation of eligibility for funding, the start date for each term is the 1 <sup>st</sup> of the month and may not correspond with the actual term dates.	

Children may be admitted into our Nursery after their third birthday if a place is available. Children not eligible for funding will be required to pay for all sessions booked. Full fees are charged if your child is ill or does not attend the sessions booked

Children usually start Nursery at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available children may start mid-term. Children wishing to change their hours will be able to do so up on written request. We will work with parents to ensure that as far as possible the hours/sessions offered are as free provision and convenient for parents working hours. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate

### **Waiting List**

Where applications for Nursery exceed the number of places for that term the following criteria will be applied to decide which children to admit.

1. Existing children already attending the Nursery wishing to change their sessions.
2. Vulnerable children and children in public care
3. Children with independently verified special needs
4. Children whose name is at the top of the waiting list for that term

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.

- 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 waiting list procedure will be explained and then activated on the parent/carer’s behalf.
- Parents/carers will be required to submit their request for a place for their child to the Nursery by completing a registration form. The details of this request will be placed on the waiting list, in the order that they are received.
- The waiting list will be kept and used subject to the admissions criteria for each term. Nursery staff 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 agreement from the Nursery.
- When a vacancy at the Nursery becomes available the Manager/designated person will contact the parent/carer whose child is suitable for the place subject to the admissions criteria.
- If a place is offered to a child and is turned down, that child will be removed from the waiting list.

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.

Our equal opportunities policy is available for parents to view should they wish to do so. Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND. We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

## **Admission arrangements**

A registration fee is not charged to secure a place and this policy is issued to parents as part of the registration process.

When a parent/carer contacts the Nursery enquiring about a place for their child, they will be sent a registration form including details of our session times and fees. Our brochure will only be sent up on request. Once the registration form is returned the date is noted and the child's details are added to the waiting list for that term.

If a suitable place is available, parents/carers will be required to complete our Admission and Parents View Form, and sign one copy of our Sessions Offered Form to confirm their child's place.

Proof of funding eligibility will also be required usually in the form of the child's Birth Certificate. For two year olds and 30 hours entitlement the eligibility code parents receive will also be required.

Before the start of each term parents will be issued with an invoice informing them of any fees incurred for that term along with the payment dates.

Once the child starts Nursery parents eligible for funding will be required to check and/or complete Norfolk County Councils Funding Application form for that term so that we can claim the funding they are entitled too. If the form is not completed we will be unable to claim funding for that term. In this instance all sessions booked will be charged for at our hourly rate.

All personal information will be retained, stored securely and destroyed when there is no longer a good reason to keep the data.

Parents/carers of all new children will usually have a home visit before their child's start date. All new children are also given the opportunity to come and spend time in our setting with their parent/carer before their start date. Due to Covid we have decided to temporarily suspend this practice but parents are able to take a virtual tour online and talk to staff either by, phone, email or zoom.

## **Attendance**

Children are expected to attend all their allocated sessions. A continuous absence without notification for a period of 2 weeks will result in that child losing their place at Sunflowers and their sessions being allocated to the next child on the waiting list.

## **Nursery Fees (where applicable)**

08:45 – 15:30	£4.00 per hour (subject to session times) or funded if eligible
11:45 – 12:30	£3:00

- The level of fees will be set by the School Committee annually in the light of the Nursery's financial position, its future strategic plans and any other broader economic or social consideration deemed relevant. A discount of 20% has been agreed this year for children of all staff members.
- Full fees are charged if your child is ill or does not attend the sessions booked.

- Payment of fees should be made monthly **in advance** as per the agreed dates on the child's invoice. Individual payment arrangements will be negotiated between the Manager and parents/carers.
- If the fees are not paid on time, Sunflowers will notify the parent/carer in writing and request payment at the earliest possible opportunity. Late payment will result in a £10 administration fee being charged if the payment is two weeks late. If any payment is more than 28 days overdue, legal action will be taken and any unpaid fees will result in the child only being able to access their government funded sessions.
- If fees are paid persistently late or not at all with no explanation, the Nursery may 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.
- If a parent/carer is late collecting a child from their morning or lunchtime session a late collection fee of £5.00 will be payable.
- If a parent/carer is late collecting a child from their afternoon session a late collection fee of £30 will be charged to cover the extra staffing cost.
- If a child attending Nursery is not collected and no contact has been made by the parent/carer, the uncollected child policy will be put into place. (see uncollected child policy in policies and procedures file)
- The manager has the right to issue a formal warning to the parent/carers and inform them that continued late payment will result in their child's place at the Nursery being forfeited.
- 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 jeopardizing their child's place.
- Should your child no longer require sessions a month's notice is required in writing. If no notice is given, government funding may be claimed for up to 4 weeks after your child leaves the setting.
- There are no "hidden fees" and no registration fees.
- No session will exceed 6.75 hours in this setting (08.45 to 15:30).
- Funding can only be claimed for actual attendance. For short term absences, for example family holiday, sickness, medical appointment, a family emergency, transition events for school readiness, occasionally arriving late or leaving early, funding will not be withdrawn and can be claimed. If the absence exceeds two weeks, we must notify the Local Authority. The Local Authority will use its discretion by taking into account the reason for the absence to determine if funding can be claimed where the absence is recurring or is for an extended period. An adjustment to the number of funded hours claimed will be made if it decided that funding cannot be claimed and parents will be charged for these unfunded hours.

## **Complaints**

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the School Committee or the Head Teacher – Mr M Collins

Agreed by Committee:            June 2021

Chair of Committee:

Review Date:                      June 2022