

# KINGS LYNN NURSERY SCHOOL

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## CHARGING & ADMISSION POLICY

Policy Document revised April 2024

The following Policy outlines the procedures followed by Kings Lynn Nursery school regarding the Charging and Admission of children to the school.

### KINGS LYNN NURSERY SCHOOL

The Nursery School provides Early Education that is offered to families 39 weeks of the year. Monday to Friday, 8.30am - 3.30pm during term time. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Children can attend within the following hours;

08.30 am - 3.30 pm for 2 year olds

08.30 am – 3.30pm for 3 and 4 year olds

*An additional 30 minute structured group session is available for 3 and 4 year olds on Mondays and Thursdays from 3.30pm – 4.00pm*

We offer a choice of start and finish times across the day to give parents flexibility and choice.

Start times – 8.30am, 9.00am, 11.30am, 12.30pm

Finish times – 11.30am, 12.30pm, 2.45pm, 3.00pm, 3.30pm

Below are some examples of the choices parents may make regarding hours at the Nursery

- A parent could choose a daily session e.g. attendance every morning for 3 hours.
- A parent may choose for their child to attend 2 full days. Monday and Thursday from 8.30-4.00 (this option would be for a butterflies child).
- A parent could choose to send their child to Nursery every day from 9.00am - 3.00pm

### **Lunch Club**

From 11.30am – 12.30pm is the schools lunch break.

Children attending over this time will need to bring in a packed lunch. If you have any questions regarding Lunch Club, please speak to a member of staff.

## **Funded childcare**

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.

From April 2024 the Government introduced supplementary funding for children from 9 months to 4 years. From April 2024 all eligible working parents of two-year-olds will be able to access funding for 15 hours per week of education and care for 38 weeks. Three and four year olds are already able to access 30 hours. Parents must provide us with the eligibility code termly, and this must be renewed every three months, which you can do on the childcare choices website:

<https://www.childcarechoices.gov.uk>

Failure to do this will result in either you having to pay or we will have to remove your child's place. This code needs to be given to us prior to the term starting.

If parents are not eligible for this funding then some 2 year olds will be able to access means tested funding of 15 hours term time only, which is allocated the term after their second birthday. All 3 and 4 year olds are also able to access 15 hours term time only of universal funding the term after their third birthday.

Children with funding will generally be expected to start at the beginning of the term in which they are eligible for the funding as a late start in the term may prevent us from claiming funding.

If parents are not entitled to any funding before their child is 3 then we also offer fee paying sessions (further information to this is found under the heading Charged Hours)

**There are 3 main admission points during the school year.**

- Children with birthdays between 1<sup>st</sup> April and 31<sup>st</sup> August can start in September (Autumn Term)
- Children with birthdays between 1<sup>st</sup> September and 31<sup>st</sup> December can start in January (Spring Term)
- Children with birthdays between 1<sup>st</sup> January and 31<sup>st</sup> March will start in April (Summer Term)

We are happy to receive mid-term applications and will do our best to start children who are already aged 2 or 3, if we have the availability.

- Parents wishing to consider the school are welcome to take an initial tour and this can be arranged by phoning the school.
- During the visit to the Nursery School parents are given an admission form. The admission form provides the Nursery with information about the child and family as well as giving the parent the opportunity to describe the hours they would like their child to attend. Once application forms are received Parents are contacted by the school. Where possible parents are given their choice of hours.
- Before starting, parents are encouraged to bring their child to visit the Nursery School. (Approximate time length of visit is 1 hour) All new children visit with their parents on an agreed date and time.
- As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

Once offered a place, if the place is not taken up and the family have not been in contact for 14 days, the space will be lost and reallocated.

**Transition to Butterfly Class**

Any two-year-olds already attending the Nursery will usually be transferred into our Butterfly Room the term after their third birthday. Transition visits will be planned and start during the term prior to the child moving up. A place in the butterfly room cannot however be guaranteed particularly midyear for in year starters. We will try our best to accommodate any requests made by parents for sessions, but it is dependent on staff ratios and availability.

## **Charged Hours**

In addition to two year old funding we also offer paid sessions for those families not entitled to two year old funding.

The fees as of September 2024 are;

Butterfly Room - £6.00 per hour

Caterpillar Room - £7.50 per hour

In line with Norfolk County Council policy, parents will be asked to complete a termly claim form, indicating where they would like to claim their child's free early years entitlement. Parents will be charged for any session's that their child attends that has not been claimed for.

Parents can choose to fund hours above their child's entitlement.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. 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.

Charges for additional services and consumables such as trips will be agreed in advance with families.

We request £3 as a weekly voluntary contribution to cover the cost of snack, trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received.

A half term's notice will be required if parents wish to cancel paid hours. The cancellation of the free entitlement sessions can be made at any time. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

### **Deposit**

A registration fee is not required but a deposit of £50 maybe charged if you are accessing more than the 15 hours free entitlement. If you are accessing more than the 15 hours free entitlement, we may ask for a deposit of £50. The deposit would be deducted from the last month's fees. Should you accept the place and refuse at a later date the deposit will not be returned.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement.

### **Notice of increase in fees**

If we need to increase fees, we will give a minimum notice of one term.

### **Vouchers**

We are able to accept childcare vouchers for chargeable sessions. These are through Edenred and our account number is P20996690. You can speak to the school office for more information.

### **Tax Free Childcare**

For working families, including the self-employed, **in the UK** With **children under 12 (or under 17 if disabled)**. For every £8 you pay in, the government will add an extra £2, up to £2,000 **per child**. Parents of children who will be under 4 on 31st August, and parents of disabled children, can apply now.

### **Payment terms**

Invoices are sent to parents at the beginning of the month for the next calendar months hours. Payments must be made in the month before the hours are taken. E.g. you will be receive a bill for April's hours at the beginning of March, this must then be paid by the end of March.

If payment has not been received within 1 month of the date of the invoice then the child's chargeable sessions at the nursery will be terminated.

### **Collection Arrangements and Late Charges**

When bringing your child to school you must hand them directly to a member of staff who will be waiting at the door of the class and will register the child. Please always let the Nursery know who will be collecting your child. The Nursery reserves the right to impose charges for late collection of children of £5.00 for every 15 minutes, to cover the additional staff costs incurred.

### **Payment methods**

The easiest way to pay is online through bank transfer. A second payment option is via cheque or cash at the school office. Cheques for sessions should be made payable to Kings Lynn Nursery School.

### **Cancellation policy/Illness**

Once you have booked a paid session/day, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. This also applies to Lunch Club. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform the teacher of any absence.

**Unavoidable closure of school**

Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

**Notice period**

We ask that parents give as much notice as possible, with the minimum being one month. Any payment that has been made for a place within your months' notice will not be refunded and further payment will be required to complete your commitment to the end of the month.

**Late payment fees/debt collection policy**

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

**SEN**

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.

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.

## **Criteria for Admission**

In the case of more children applying (at a main admission points during the school year) than there are spaces available, the following criteria will be applied;

- 1 Children with an Education, Health Care Plan (EHCP), children who are looked after or are adopted, naming the nursery school as their preferred provider.
- 2 Children subject to section 47 and section 17 plans.
- 3 Children with identified high level SEN needs.
- 4 Children who are currently attending the Kings Lynn Nursery School two year old provision, and have reached the age to access free three and four year old funding.
- 5 Children who are living in the area served by the Nursery and were eligible to access two, three and four year old funding earlier and had applied to the nursery school, but were unable to be admitted due to over-subscription.
- 6 Children who are due to access two, three and four year old funding who are living in the area served by the nursery school, who have a brother or sister attending the school
- 7 Children who are due to access two, three and four year old funding who are living in the area served by the nursery school
- 8 Children who are due to access two, three and four year old funding living outside the area served by the nursery school, who have a brother or sister attending the setting
- 9 Children who are due to access two, three and four year old funding living outside the area served by the nursery school
- 10 Children who do not access two, three and four year old funding and have a sibling attending the school.
- 11 Children who do not access two, three and four year old funding and applied to the Nursery School but were unable to be admitted due to over-subscription.

(The distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data.)

This policy has been discussed and agreed by the Staff and Governors of King's Lynn Nursery School.

Signed ...David Marien Chair of Governors

Dated ....25 April 2024

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Chair of Governors

Date April 2024

Review Date April 2025