09.1 Admissions & Fee Policy

It is our intention to make Chevening School Nursery accessible to children and families from all sections of the local community. The nursery sees inclusion as essential to ensure that every child is given the opportunity to learn and develop in a safe and supportive environment that adapts to their individual physical, emotional and educational needs.

We welcome all families regardless of cultural, ethnic, religious and social groups. However, it should be noted that the nursery is affiliated to a Church of England Aided Primary School and the ethos will naturally reflect this. Attendance at Chevening School Nursery does not guarantee your child a place at Chevening Primary School.

We give full access to all our policies and procedures and Ofsted inspection reports. These are displayed in the nursery foyer and on our website.

We monitor the gender and ethnic background of children joining the setting to ensure we are being inclusive in our practice. Please refer to our Promoting Inclusion Equality and Valuing Diversity policy.

Chevening School Nursery adheres to the Equality Act 2010 and every child is respected as an individual. The needs of each individual child will be considered when places are offered, and staff will work with parents/carers on Support Plans where necessary to ensure all children meet their full potential.

We are open Monday to Friday term time only (38 weeks of the year)

- morning sessions are from 08:30am – 11.30am
- afternoon sessions are from 11.30am – 2.30pm
- full days are from 08.30am – 2.30pm
- *extended* full days are from 08.30am – 3.30pm

Registering your child

The minimum age for children joining the nursery is 2 years. To register your child, you will need to fill in an application form from our website and pay a non-refundable £40 administration fee. If we cannot offer your child a place straight away, we will put them on our waiting list. *(If you know your child will take up a totally free Early Learning for 2 year olds place (EL2), then no admin fee is required.*)

Our main intake is in September with younger children sometimes starting throughout the year, once they've turned 2 and if we have space. We cannot hold sessions open as this is not financially viable.

At 2 years old a place will be offered depending on a space being available. We will endeavour to accommodate those already on the waiting list, giving priority to those who have siblings already attending the Nursery and/or Chevening Primary School.

To ensure continuity for the child, parents are advised to access 2 sessions over 2 separate days eg a minimum of 2 mornings a week.

We try to be flexible about attendance patterns to accommodate the needs of individual children and families. Full days are subject to availability and at the discretion of the Management Committee. This is to ensure that all children and families have access to Early Years Education. Offered places will be reviewed annually. The fee structure is also reviewed annually.

Upon acceptance of a place offered we ask for a non-refundable £50 holding deposit which will be deducted from your first invoice. *(If at the point of starting your child takes up a totally free place this will be refunded. Non-refundable if you choose to withdraw your child prior to them starting.)*

If you choose to decline the place offered at the time, there is no guarantee that a place will be available in the future, but we can keep your child on the waiting list if this is viable.

We also accept Early Learning for 2 Year olds (EL2): 2 year olds can get funded childcare if you meet the government's eligibility criteria. This information includes criteria such as:

- looked after children (those who are in care of their local authority)
- those children that have an education, health and care (EHC) plan
- children that receive Disability Living Allowance
- and if you're a non-UK citizen who cannot claim benefits.

We try to keep a place vacant (if financially viable) to accommodate any emergency admissions.

Home visits are conducted prior to children starting at nursery. If your child is finding it hard to settle in, it may be necessary for you to come back in or leave slightly later (e.g. after registration) for a short time. Members of staff are always approachable about any concerns you may have and will support you and your child no matter how long it takes for them to settle in. We do also encourage you to leave your children in our care as soon after starting as possible. Please also see our Key Person and Settling in Policies.

Fees for unfunded 2-Year-Olds

Unfunded two-year-olds will be charged at the current fee rate as set out in the table below.
Parents are politely requested to pay their child's fee invoice promptly at the start of each full term.

Sessions	Fees
	Children not yet 3 at the start of the term (by 1st September, 1st January, 1st April)
Morning 3 hours 8.30am – 11.30am	£30
Supervised lunch 11.30am – 12.30pm	£10
Full day 6 hours 8.30am – 2.30pm	£60
Afternoon later pick up – 2.30pm -3.30pm	£10

Children will need to bring in their own packed lunches. Staff sit and eat their own lunches together with the children.

We request a £50 voluntary contribution each full term, towards daily healthy snacks and any cookery ingredients. This will be shown on your fee invoice.

If, without negotiation, outstanding fees are not settled, we can withdraw your child's place and if necessary, take legal action to recover the amount owed.

You will still be charged for your sessions if you choose to take your child on holiday during term time.

Fees will not be reimbursed should your child be off nursery due to illness or if the nursery has to close due to a local lockdown, an outbreak at nursery or requested by Public Health England. This also includes closing for any unforeseen circumstances eg loss of utilities, power or extreme weather etc.

The Management Committee require one term's notice if you wish to withdraw your child at any time otherwise you may be charged for the current term.

Late Pick up Charge

We operate a late pick up charge. Parents have a five-minute grace period to pick up their child; after that, a £5 fee will be charged for every additional 5 minutes. If staff are notified by phone in advance with a valid reason, charges may be waived at the management committee's discretion.

Fees for funded 2,3 & 4-year-olds (Universal Funding/Working Parent Entitlement*/EL2)

Children are entitled to 15 hours Universal/EL2 funding/30 hours Working Parents Entitlement* from the *full* term **after** their 2nd or 3rd birthday.

A child born on or between	Will become eligible for funding
1 April and 31 August	Start of term 1, in September
1 September and 31 December	Start of term 3, in January
1 January and 31 March	Start of term 5, in April

Children who qualify for Free Entitlements will be able to access up to 15 hours per week of their Universal hours' entitlement (this is for all 3&4-year-olds) and parents who qualify for the Working Parent Entitlement* for 2, 3 & 4-year-olds, can access up to 30 hours per week according to availability of Free Entitlement places at the time of allocation and eligibility.

Funded hours are available as either a 3-hour morning session (8:30am–11:30am) or a 6-hour full day session (8:30am–2:30pm), and may be shared between two providers.

Parents are responsible for paying for additional childcare costs over the funded 'free entitlement' hours and these hours will be charged at the current fee rates as set out in the table below:

Sessions	Fees for additional hours over the Universal 15 hours	Fees for additional hours over the Working Parent 30 hours Entitlement	Fees for additional hours over the EL2 15 hours entitlement
	For children that turn 3 before the start of the term (by 1st September, 1st January, 1st April)	Children that turn 2,3 or 4 before the start of the term (by 1st September, 1st January, 1st April)	EL2 Children not yet 3 at the start of the term (by 1st September, 1st January, 1st April)
Morning 8.30am – 11.30am	£28.50	-	£30
Afternoon 11.30am – 2.30pm	£28.50	-	£30
Supervised lunch 11.30am – 12.30pm	£9.50	-	£10
Afternoon later pick up – 2.30pm -3.30pm	£9.50	£9.50/£10	£10

Children will need to bring in their own packed lunches. Staff sit and eat their own lunches together with the children.

Parents are politely requested to pay their child's fee invoice promptly at the start of each full term.

For funded children, it is important you complete and sign Kent's parental declaration form which is a signed agreement between yourself and the nursery relating to the number of funded hours we will receive for your child each term. This will be emailed to you prior to the start of each new term.

*For more information and to check out the economic criteria/ your eligibility or to apply to receive the Working Parent Entitlement. Please visit www.beststartinlife.gov.uk

Parents will need to give the 11 digit government eligibility code to Chevening School Nursery to secure a funded place prior to their child starting or they may be charged for the first term.
To keep their Working Parents entitlement childcare place parents will need to check their details are up to date every three months or they will be charged in full.

We request a £50 voluntary contribution each full term, towards daily healthy snacks and cookery ingredients. This will be shown on your fee invoice.

If, without negotiation, outstanding fees are not settled, we can withdraw your child's place and if necessary, take legal action to recover the amount owed. Children in receipt of FEE will be unable to access any additional fee-paying hours.

You will still be charged for your sessions if you choose to take your child on holiday during term time.

Fees will not be reimbursed should your child be off nursery due to illness or if the nursery has to close due to a local lockdown, an outbreak at nursery or requested by Public Health England. This also includes closing for any unforeseen circumstances eg loss of utilities, power or extreme weather etc.

The Management Committee require one term's notice if you wish to withdraw your child at any time otherwise you may be charged for the current term. (*No charge for children only accessing a totally free place.*)

Late Pick up Charge
We operate a late pick up charge. Parents have a five-minute grace period to pick up their child; after that, a £5 fee will be charged for every additional 5 minutes. If staff are notified by phone in advance with a valid reason, charges may be waived at the management committee's discretion.

This policy is reviewed/amended accordingly/annually.

The Management Committee
Date updated: November 2026