



## 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. In order to accomplish this:

- The minimum age of children joining the nursery is 2½ years. At 2½ a place will be offered depending on a space being available in the nursery. We will endeavour to accommodate the needs of those on the waiting list who have siblings already attending the Nursery and/or Chevening Primary School.
- Children who qualify for FEE (Free Early Education) will be able to use their 15 hour universal entitlement free of charge according to availability of FEE places at the time of allocation - these can be accessed as a 3 hour session, either 8.30am - 11.30am or 12pm - 3pm and can be split between two providers. We are not currently offering the extended 30 hours.
- Children who qualify for FEE but who access more than 15 hours per week will be charged for any additional hours at £8.25 per hour (from September 2023).
- It is important you let the nursery know how many hours you will be claiming with us prior to the start of each term so they can be charged accordingly and we will ask that you fill out a parental declaration form stating such.

**Children are entitled to FEE from the full term after their 3rd birthday.**

<b>A child born on or between</b>	<b>Will become eligible for FEE</b>
1 April and 31 August	Start of term 1, in September, following their 3 <sup>rd</sup> birthday
1 September and 31 December	Start of term 3, in January, following their 3 <sup>rd</sup> birthday
1 January and 31 March	Start of term 5, in April, following their 3 <sup>rd</sup> birthday

- An hourly rate of £8.25 will be charged and will cost £24.75 for a morning or afternoon session and £54.50 for a full day for children under 3 (This includes £5 for an optional supervised half hour lunch break if doing a full day).
- We try to be flexible about attendance patterns so as 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.
- To ensure continuity for the child, parents are advised to access a minimum of 2 sessions over 2 separate days.
- You will still be charged for your sessions if you choose to take your child on holiday during term time or if your child is not at nursery due to illness.

- Home visits are given prior to children starting at nursery. If the child is finding it hard to settle in, it may be necessary for a parent 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 show a great deal of kindness to all of the children, no matter how long it takes for them to settle in. They also encourage parents to leave their children in their care as soon after starting as possible.
- To put your child on our waiting list, you will need to fill in an application form. We also ask for a non-refundable £30 administration fee.  
(If at the point of starting your child takes up a totally free place, then the admin fee will be refunded.)
- We are open Monday to Friday term time only 38 weeks 2023/2024
  - morning sessions are from 08:30am - 11.30am with an hourly rate of £8.25 being charged
  - afternoon sessions are from 12pm - 3pm and with an hourly rate of £8.25 being charged
  - full days from 08.30am - 3pm. (6 claimable hours with an optional 30 minute supervised lunch break from 11.30am-12pm at an extra cost of £5 per day.)
  - Please ensure children attending afternoon sessions have already had their lunch.
- Parents are responsible for paying for additional childcare costs over and above the Free Entitlement hours and these hours will be charged at the current fee rate.
- So long as the Nursery remains open, fee refunds will not be given should your child be self-isolating due to them or a member of their immediate household testing positive for Covid-19, or being required to self-isolate for other reasons. If the nursery has to close due to a local lockdown, an outbreak at nursery or requested by PHE and can no longer offer a service we will not issue a refund. This includes closing for any unforeseen circumstances eg loss of utilities, power etc.
- We ask for a £50 holding deposit upon acceptance of a place offered and this will be deducted from your first invoice. (If at the point of starting your child takes up a totally free place, then this will be refunded.)
- If you do not accept the place offered at the time, there will be no guarantee that a place will be available in the future to accommodate your needs.
- We offer one "free for 2" funded place - specific requirements are needed to qualify for this.
- We try to keep a place vacant, if this is financially viable, to accommodate any emergency admissions.
- The Nursery has an open approach to inclusion and all staff differentiate the content, pace and approach to learning to meet the needs of different groups of children.
- In our literature it is made clear that we welcome all those adults concerned with the children's welfare 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.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. Please refer to our Valuing Diversity & Promoting Equality Policy.

- We give access to all our policies and procedures and Ofsted inspection reports which are displayed in the nursery foyer.
- Chevening School Nursery is an equal opportunity group and adheres to the Equality Act 2010 and every child is respected as an individual. When places are offered the needs of each individual will be taken into account when considering admission. Staff will work with parents/carers on an action plan to achieve their needs.
- The Management Committee require one half term's notice if you wish to withdraw your child at any time otherwise you may be charged for the current term's fees. Not applicable to any children only accessing a totally free place.
- We request a £20 termly voluntary contribution which will be shown on your fee invoice. This goes towards healthy snacks, cookery ingredients and printing for your child's My Unique Story folder which you get to keep.
- Attendance at the Nursery does not guarantee your child a place at Chevening Primary School.

This policy was originally adopted at a meeting of the Chevening Nursery Management Committee held on 14th September 2006 and is reviewed/amended accordingly/annually.

Date updated: September 2023

The Management Committee