



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 for children joining the nursery is 2 years. 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.
- Children who qualify for FEE (Free Early Education) will be able to use either their 15 Universal hours entitlement (3&4 year olds) or their 15 hour Working Parents Entitlement for 2 year olds free of charge according to availability of FEE places at the time of allocation and eligibility. These hours 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 Working Parents Entitlement for 3&4 year olds.*
- We accept "Free for 2" funded places - specific financial criteria is needed to qualify for this funding.
- From September 2024 children who qualify for a funded place and who access more than 15 hours per week will be charged for any additional hours at £9 per hour for 3 and 4 year olds and £9.50 per hour for 2 year olds.
- For 2-year-olds not eligible for the Working Parents Entitlement, an hourly rate of £9.50 will be charged and will cost £28.50 for a morning or afternoon session and £63.50 for a full day. (This includes the £6.50 optional supervised half hour lunch if attending a full day).
- We charge £6.50 for an optional supervised half hour lunch. Children will need to bring in their own packed lunches if staying for lunch. Staff sit and eat their own lunches together with the children.
- 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.
- To receive the Working Parents Entitlement each parent needs to be working and earning the equivalent of 16 hours a week at national minimum or living wage and under £100,000 adjusted net income per year. Once confirmed as eligible, HMRC will issue parents an 11 digit eligibility code per child. Parents will need to give the eligibility code to Chevening School Nursery to secure a funded place. Please note: If a parent applies more than three months before the start of the new term they will need to reconfirm their details to ensure they are still eligible.
- To keep their 15 hours childcare place parents will need to check their details are up to date every three months or they will be charged £9.50 per hour for the hours that term if they cannot give a valid eligibility code prior to the term starting.

Children are entitled to 15 hours Universal funding/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

- 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.
- 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.
- 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 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.
- We try to keep a place vacant (if financially viable) to accommodate any emergency admissions.
- 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.
- 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.
- 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.
- Chevening School Nursery is an equal opportunity group and 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 a targeted or personalised plan where necessary to ensure all children meet their full potential.

- To register your child, you will need to fill in an application form and pay a non-refundable £40 administration fee. *(If at the point of starting, your child takes up a totally free place, the admin fee will be refunded.)*
- 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 12pm - 3pm
 - 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 £6.50 per day.)
 - Please ensure children attending afternoon sessions have already had their lunch.
- Parents are responsible for paying for additional childcare costs over the 'free entitlement' hours and these hours will be charged at the current fee rates mentioned on page 1.
- 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.
- Fees will not be reimbursed should your child be self-isolating 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 etc.
- We ask for a non-refundable £50 holding deposit upon acceptance of a place offered 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.)*
- 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 still keep your child on the waiting list if this is viable.
- 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. *(Not applicable to any children only accessing a totally free place.)*
- We request a £20 termly contribution towards daily healthy snacks and cookery ingredients and this is shown on your fee invoice.
- Attendance at Chevening School 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 in September 2006 and is reviewed/amended accordingly/annually.

Date updated: April 2024

The Management Committee