



Trinity Church School

Woodborough Lane, Radstock BA3 3DE
Telephone 01761 438650

Admissions and Fees Policy

Acorns Nursery aims to provide a fair and transparent admissions system. The fee structure will be applied fairly and consistently.

Acorns Nursery aims to offer a competitively priced high quality childcare service for families in the local community. Priority for places will be given to children from the local community – however, children will be accepted from other local areas if there are places available.

Implementation of Policy

Admissions

- We accept applications for children to start with us at three points during the academic year: September, January and April.
- For 2 year old applications, your child must be turning 3 within the academic year of admission.
- Parents may contact the setting for more information by telephone 01761 438650, e-mail office@trinitychurchschool.com .
- Parents/carers will be offered an opportunity to look around on a normal working day.
- Once the admission is agreed in writing, the parent or carer will be contacted to arrange a date for the child's settling-in session and start date.
- Our nursery is a fully inclusive setting and endeavours to meet the needs of all our children. From time to time where appropriate, the length of time spent in the nursery can vary for individual children. Staff will do their best to meet the needs and cater for all children attending the nursery. Strong parent partnership will allow all children to flourish and develop at their own pace.

Waiting List

To ensure that admissions to the Setting are fair and transparent the following procedures will be followed:

- When a parent or carer makes an enquiry to the setting and there is not a place available, the Setting's waiting list procedure will be explained fully and a copy of the Admissions and Fees policy sent to the parent or carer.
- Parents or carers will be required to complete an Application Form indicating the days they wish their child to attend and when they would like the place to commence. The details of this request will be placed on the waiting list in the date order that they are submitted.





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- The waiting list is managed on a 'first come first served' basis with priority given to children from the local area. The Setting will advise the parent or carer at the time of application on an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement from the setting.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within fourteen days the next person on the waiting list will be contacted and offered the available place.
- If the parent or carer still wishes to take up the place for their child they will be asked to complete the Admissions Form and Multi Consent Forms and agree a start date for their child.

Fees

Acorns Nursery understands that the cost of childcare places a large financial commitment on the parent or carer. However the cost of organising, providing and running a childcare service for children is high, and the setting must ensure that fees collected enable the setting to remain viable and to sustain the high quality of provision on offer at Acorns Nursery.

- The level of fees will be set by the Governing Body and reviewed annually in July. If a new fee level is felt necessary to maintain standards at the setting, this will start in September of the same year. Parents or carers will be given one month's notice of any change in the level of fees or charges.
- The full fee per session of three hours is currently £13.50 for 3 and 4yr olds and £18.00 for 2yr olds.
- Pricing changes will take effect the term after the child's 3rd birthday (September, January or April).
- Payment of fees must be made on an agreed day in advance.
- Payment should be made via ParentPay before the invoice due date.
- If a parent/carer is in receipt of childcare vouchers or in receipt of benefits this needs to be discussed with the Setting Manager prior to the child starting the setting. Acorns Nursery will offer support for parents/carers to fill in Tax Credits and benefit claim forms related to childcare costs.

Occasional Use

- It is not possible to offer ad hoc sessions or occasional use in Acorns Nursery. If exceptional circumstances arise and you wish to apply to temporarily attend irregular sessions, please email office@trinitychurchschool.com and your application will be passed onto the Headteacher for consideration.





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Please note that all payments are non-refundable, and child absences and holidays taken within term-time must be paid for to ensure the sustainability and viability of the setting.

Late Payment

- If fees are not paid on the agreed day the Setting will notify the parent or carer in writing to request immediate payment. If parents or carers are experiencing difficulties they are advised to speak to the school office, who will assist where possible to ease the situation and try and come to an amicable solution.
- The school office will issue a formal written warning to the parent or carer if late or non-payment continues over a period of time, and if the parent/carer has made no attempt to explain the situation.
- If fees are paid persistently late or not paid with no explanation the Setting reserves the right to terminate the child's place.
- Late collection of children after the official finish time of 11:45am or 3:15pm will incur a fine of £5 per child per day. Persistent late collection of children may jeopardise a child's place at the Setting. If additional payments are not made, or parents do not speak to the Headteacher to discuss the situation, the child's place may be terminated.
- Parents or carers must give one months' notice in writing to signal that they wish to terminate their child's place at the setting and payment for the months' notice period must be received in full.

Any queries or concerns about payment of fees or admissions to the Setting should be discussed with the School Business Manager, contact details listed below.

Mandy Cole, Trinity Church School, Woodborough Lane, Radstock, BA3 3DE.
Tel: 01761 438650 Email: finance@trinitychurchschool.com

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions or concerns regarding this policy should be made to the setting in writing.

I understand and agree to the terms and conditions contained within this document.

Signed Print name

Name of child Dated

