



St Mary's C of E Primary School

Lansdown View, Timsbury, Bath, BA2 0JR

Executive Headteacher: Mrs M Parsons NPQH. M.A. B.Ed (Hons)

01761 470245 office@stmarystimsbury.co.uk www.stmarystimsbury.co.uk

Admissions and Fees Policy

Rationale

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

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

Implementation of Policy

Admissions

- Parents/Carers may contact the setting for more information by telephone 01761 470245, e-mail at office@stmarys.mnsp.org.uk
- Parents/carers will be offered an opportunity to look around on a normal working day.
- Once the admission is agreed upon in writing, the parents/carers will be contacted to arrange a date for the child's first session at the Setting.
- Our nursery is a fully inclusive setting that endeavors to meet the needs of all our children. Where appropriate, the length of time spent in the nursery can vary for individual children from time to time. Staff will do their best to meet the needs and cater for all children attending the nursery. Strong parent partnerships 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 parents/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 parents/carers.
- Parents/carers will be required to complete an online 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.
- 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/carer at the time of application on an approximate time scale 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/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/carer within fourteen days, the next person on the waiting list will be contacted and offered the available place.
- If the parent/carer still wishes to take up the place for their child, they will be asked to complete the Online Admissions Form and Multi Consent Forms and agree on a start date for their child.

Fees

Hedgehogs Nursery understands that the cost of childcare places a significant financial commitment on the parent/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 Hedgehogs Nursery.

- The governing body will set the fees and review them annually in September. If a new fee level is felt necessary to maintain standards at the setting, it will start in January of the same academic year. *Parents/carers will be given one month's notice of any change in the fees or charges.*
- The full fee per three-hour session is currently £15 for 3-year-olds and £16.50 for 2-year-olds.
- Pricing changes will take effect the term after the child's 3rd birthday.
- Payment of fees must be made on an agreed day in advance.
- Payment should be made via ParentPay or the Tax-Free Childcare payment scheme before the invoice due date. Please check the government portal for any funding you may receive <https://www.childcarechoices.gov.uk/>
- If childcare is to be funded by the government childcare scheme, parents need to give the code in their childcare account to the school office along with your National Insurance number, your date of birth and their child's date of birth. The office will then check if your code is valid - if your code isn't valid you will need to fund your childcare hours yourself.
- Parents need to ensure their codes are renewed every three months. To do this, you'll need to remember to log in to your childcare account to check when your reconfirmation dates are so that you can renew your code on time. If you don't renew it on time, you will need to reapply.

Updated 24.09.24 Emma Blackmore



Occasional Use

- Hedgehogs Nursery understands that sometimes emergency situations may arise. If there is availability, children may attend the setting on a casual daily basis. Requests may be made up to 24 hours before an additional session is required.

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/carer in writing to request immediate payment. If parents/carers are experiencing difficulties they are advised to speak to the school office, who will assist where possible to ease the situation and try to come to an amicable solution.
- The school office will issue a formal written warning to the parents/carers 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.
- Children collected late after the official finish time of 12 pm or 3 pm will incur a fine of £5 per child per day. Persistent late collection may jeopardise a child's place at the Setting. If additional payments are not made or parents do not speak to the Executive Headteacher to discuss the situation, the child's place may be terminated.
- Parents/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 Operations Manager, contact details are listed below.

Mandy Cole - via office@stmarystimsbury.co.uk or telephone 01761 470245

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.

Updated 24.09.24 Emma Blackmore