



## Admissions and Fees

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**Our Nursery is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit. We will promote the use of Childcare Vouchers.**

### Admissions

It is our intention to make our Nursery genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Make our equal opportunities policy widely known
- Ensure that the existence of the Nursery is widely known in all local communities.
- Describe the Nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social group, with and without disabilities.
- Monitor the gender and ethnic background of children joining the groups to ensure that no accidental discrimination is taking place.
- Be flexible about attendance patterns to accommodate the needs of individual children and families.
- Continue to consult parents to ensure that the Nursery continues to meet the changing needs of the local community.

When a parent/carer contacts the Nursery enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Nursery and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the relevant forms to confirm their child's place.

Once the admission is confirmed, the Manager or Office Administrator will contact the parent/carer concerned to arrange a date for the child's first session at the Nursery.

The Nursery will do its best to accommodate emergency admissions where possible.

To ensure the Nursery is able to meet the differing needs of all the children at any one time and accommodate any additional support that is usually required, the Nursery can only accept a 10% ratio of SEN children on the register. We believe this policy is in the best interest of all the children that attend the Nursery.

### **Waiting List**

To ensure that admissions to the Nursery are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Nursery's waiting list procedure will be explained and then activated on the parent's/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Nursery in writing.
- The waiting list will be kept by the Office Administrator, giving priority to children on the following criteria:
  1. Residency in Horspath Village
  2. Siblings in the Nursery or at Horspath Primary School
  3. Special Needs
  4. Date of registration

The Nursery will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Nursery.

- When a vacancy at the Nursery becomes available, the Nursery will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list. In addition to this the Nursery may consider any extenuating circumstances affecting the child's welfare or his/her family.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the relevant Forms and follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next child on the list will be contacted.
- With regards to extra sessions required, children receiving government funding (aged over 3) who aren't already receiving 15 hours childcare take priority of the younger children who haven't reached the grant applicable age.

**Fees**

The Nursery understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Nursery, it must ask that parents/carers respect its fees strategy.

- The level of fees will be set by the Committee and reviewed annually in the light of the Nursery’s financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made termly and promptly on receipt of an invoice. Individual payment arrangements will be negotiated between the Committee and parents/carers.
- If the fees are not paid on time, the Nursery will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Committee has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child’s place at the Club being forfeited.
- The Committee reserves the right to take legal action, if necessary, to recover any outstanding payment.
- If fees are paid persistently late or not at all with no explanation, the Nursery will be forced to terminate that child’s place. Under exceptional circumstances, the Committee may agree to allow the child to continue attending the nursery for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or Committee if they have any query about the Admissions and Fees Policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child’s place at the Nursery.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2021

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”