



Nursery Admissions and Fees Policy

REVIEW: Annually

REVIEW DATE: September 2023

Westvale Park Nursery are committed to providing a fair and open admission system that offers a competitively priced and good valued service.

Admissions

When a Parent/Carer contacts the Nursery enquiring about a place for their child they will be asked to fill in an online application form which can be found on our website. Upon completing the application form, Parents / Carers will receive an automated response to confirm we have received the application form and their child has been added to the waiting list.

Nursery places are allocated in April for the coming September start, places are allocated in line with our waiting list and by following our school admission criteria which can be found on our website. If places become available during the school year they will also be allocated based on our waiting list. When a Nursery place is offered and then accepted the Parent / Carer will be sent the appropriate admission forms, including the Nursery contract to be signed agreeing to our terms and conditions and fees.

Parents/ Carers must complete, sign and return the Nursery Contract and Admission forms before the child can attend.

Once the admission is secure, the Nursery Administrator will contact the parent/carer concerned to arrange a starting date for the child if this is outside of our September intake.

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:

- We ensure that our website shows whether there are places available in our Nursery, so it is clear when applications are made.
- The waiting list will be kept and in the case of being oversubscribed we will refer to the [schools admission policy](#). We would always suggest that parents/carers have alternative back up childcare plans.
- When a vacancy at the Nursery becomes available, the Nursery Administrator will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- When a place is offered to a parent/carer the longest that it will be held for is two weeks. If a parent/carer still wishes to take up the place for their child, they will be asked to complete 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 suitable child on the list will be contacted.

Fees

- The level of fees will be set by the Registered Person 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.
- 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 must be delivered according to legal requirements around space and staff ratios. To ensure the continued high standards and sustainability of the nursery, parents/carers must abide by its policy in regard to fees.

- It is possible for you to choose a pre-arranged settling in period for your child, within the first two weeks of the start date. Should you decide to reduce your child's hours initially, for a settling in period, the full fees for your child's chosen full time hours will still be payable to secure their place.
- Payment of any fees will be invoiced monthly in advance on Arbor. Fees are required to be paid before your child attends that month. If the fees are not paid within 5 working days of the start of the month, the nursery will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- Invoices are added to Arbor and can be viewed on the Parent Arbor App. For Parents paying privately for the Nursery provision payment should be made on Arbor. Parents are informed by email when the invoice has been added to Arbor. For Parents / Carers claiming funded hours for their child's Nursery hours, this is also shown by way of invoice on Arbor, showing the breakdown of funded hours.
- When a child starts at Nursery, Parents / Carers are given the choice of whether they wish their child to have school meals or packed lunches. School meals are charged for at a rate of £2.50 per day, the charge is automatically added to Arbor when a meal is taken. Parents / Carers can easily view the meals on the Parent Arbor App on the home page. The Arbor App will show the balance, allow easy top up of the account and show the days that a meal was taken. We ask parents to keep their meals balance below £30 at all times. If a child is absent from Nursery no charge is made for the meal.
- Fees are still payable if your child is on holiday during Nursery time.
- Fees are still payable in the event of sickness for 2 weeks. If your child is sick from nursery for a period of sickness that is expected to be longer than 2 weeks, please contact the Nursery Administrator as we will look at all cases on an individual basis.
- The School has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in the forfeit of paid-for hours until the payment is made in full. This does not affect access to EYEE hours.
- If fees are paid persistently late or not at all without explanation, the nursery will be forced to terminate that child's place. Under exceptional circumstances, the School may agree to allow the child to continue attending the nursery for the remainder of that week. Again, this does not affect access to EYEE hours.
- If you decide you no longer need a place at the nursery or wish to change your hours selection, you must contact the Nursery Administrator as soon as possible as we require four weeks' notice in writing of your intention to remove your child or change hours. This is to give us time to offer the place to another child. Parents/carers who fail to provide four weeks' notice will agree to pay one month's fee in lieu. We will also give four weeks' notice of any nursery changes.
- Additional hours may be booked where there is space with agreement of the Nursery Administrator.
- An increase in fees will take place each year, usually before the Autumn Term.
- Working families may be able to apply for support with childcare costs through Working Tax Credit or from their employer. Working Tax Credit can pay up to 70% of eligible childcare costs this service can provide fixed weekly amounts depending on your family circumstances. See www.gov.uk/working-tax-credit/overview for more information and to access the tax credit calculator. Working Tax Credit is now often referred to as Universal Credit (2017) – see www.gov.uk/universal-credit for more details. Employers can offer help to their employees through childcare vouchers or through paying some childcare costs directly to the nursery. These have Tax and National Insurance benefits for parents, and we are happy to participate in such

schemes in payment of nursery invoices. Westvale Park Primary Academy Nursery are registered with various childcare voucher scheme providers and are happy to register with additional providers upon request.

The tax-free childcare scheme is available to qualifying parents/carers this also includes those who are self-employed. This will require a parent/ carers registration to the scheme, which will enable payments to be made through an online account. The scheme will enable the government to top up with a 20% contribution.

Students in further education may be able to request support with childcare costs. Please see <http://www.familyandchildcaretrust.org/childcare> for more information.

Attendance

When a nursery place is accepted it is based on one of our standard option of hours, which are;

Option A – 8.45am-11.45am

Option B – 12.15pm-3.15pm

Option C – 8.45am-3.15pm

It is expected that children attend their full number of hours. If a child is using funded hours to cover their Nursery fees a declaration form will need to be completed by the parent / carer. This declaration is a contract between the Parent / Carer and Surrey to confirm the number of hours that Nursery funding is being claimed for.

Regular/repeated absence or non-attendance of the agreed contracted hours may result in the hours option that the child attends Nursery being amended to ensure we can maximise our nursery places and offer to as many families as possible.