



The Granary Nursery School  
Hill Farm, Framlingham, Suffolk, IP13 9SA  
Tel: 01728 621105

[allie.green@thegranarynurseryschool.co.uk](mailto:allie.green@thegranarynurseryschool.co.uk)

## Admissions and Fees Policy

27.09.2018

### Statement of intent

Our setting is committed to providing a fair and open admission system that offers a high quality service.

### Aim

We aim to ensure that all children and families have access to the setting through open, fair and clearly communicated procedures. We both encourage and actively support eligible parents/carers claiming and taking up any funding, credits or other financial aid to access our services.

### Methods

We will endeavor to advertise the Nursery in a variety of locations throughout all sections of the community. We will describe the Nursery and its practices in terms which welcomes parents, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups with and without disabilities. We will make our Equality and Diversity policy easily accessible.

### Admissions

When a parent/carer contacts the setting enquiring about a place for their child, they will be offered the opportunity for a guided tour of the setting and given all the relevant information they require in our Parent/Carer Information Pack and be informed of whether there is currently a suitable place available for their child.

If a suitable place is available, and the family wish to proceed, the parent/carer will be asked to complete a registration form (and pay the requisite registration fee if applicable\*). A designated member of staff will arrange with the parent/carer a mutually convenient date for the child's trial session at the setting. At the trial session, the parent/carer will be given a starter pack which includes the following forms to read and complete: Parent/Carer Written Agreement, Permissions, Conditions of Acceptance, All About Me, Privacy Notice, Health Form, General Information and Introduction to Tapestry.

Entry to the Caterpillar Class will be offered to children who are 2 years of age upon admission or older.

Priority for extra sessions will be given to children who are already attending nursery – providing requests are received a half term in advance.

### Waiting List

To ensure that admissions 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 waiting list procedure will be explained and then activated on the parent/carer's behalf.

Parent/carers will be asked to complete all the usual registration documents which will be submitted to the Manager. The details of their request will be placed on the waiting list, in the date order that they are submitted.

The waiting list will be kept and used on a 'first come first served' basis. 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 setting.

Whilst families are waiting for a place to become available at the nursery, they will be asked to contact the nursery periodically to update the original information provided as necessary (E.g. change of contact details).

When a vacancy becomes available, a designated member of staff will contact the parent/carer whose child is suitable for the place and highest up on the waiting list.

If that parent/carer still wishes to take up that place for their child, they will be asked to complete the remainder 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 will be contacted.

The only exception to the above system relates to children at risk. Children who are considered to be 'at risk' by the local authority will be given priority status.

## **Funding**

We offer government funded places for 2,3 and 4 year olds. Please see the following website: <http://www.suffolk.gov.uk/education-and-careers/early-years-and-childcare/information-and-guidance-for-parents/free-early-education-for-2-3-and-4-year-olds/free-early-learning-for-2-year-olds/> for further information and details of eligibility for 2 year old funding, or enquire within the nursery.

We offer 30 hours funded places for those families who are eligible. For more information, visit the following website: <https://www.childcarechoices.gov.uk/>

The Granary Nursery School is inclusive and is organized to meet the needs of children aged two to school age. Gender, Special Educational Needs, disabilities, background, religion or ethnicity have no bearing on whether a place will be offered. Additional staffing and/or training will be considered if necessary to accommodate a particular child or specific needs.

We consult with parents about opening times to avoid excluding families and endeavor to be as flexible about timings to accommodate the needs of individual children and families.

## **Fees**

We recognise 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 expensive and to ensure the continued high standards and sustainability of the service, we must ask that parents/carers respect our policy in respect of fees.

The level of fees will be set by the person in charge and reviewed annually in the light of the setting's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

Payment of fees should be made in advance of each term. Each family will receive an invoice detailing the amount payable and the date by which the fees must be paid. The majority of the invoices will be passed to families when they attend with their child. Some invoices may be posted to the appropriate person or organization responsible for paying the fees. Failure to receive an invoice does not mean that the fees are not payable. Any family or person responsible for paying nursery fees must notify the nursery if they have not received an invoice for any reason or if they have misplaced their invoice. Under these circumstances a replacement invoice will be issued.

If the fees are not paid on time, the person in charge will notify the parent/carer and request payment at the earliest possible opportunity. Unfortunately, the nursery will not be able to care for the child until a payment plan has been agreed with the nursery. We reserve the right to refuse childcare or terminate the child's place if payment is not received within a reasonable period.

If fees are paid persistently late or not at all with no explanation we reserve the right to charge a late payment fee of £25.00 and we may be forced to terminate that child's place.

Parents/carers are encouraged to speak to a member of staff of the Manager if they have any query about the fees policy, or if for any reason, they are likely to have difficulty in making a payment on time.

We accept childcare vouchers to help parents take advantage of lower childcare fees. Invoices are sent out in advance of the payment period and families pay fees direct to the nursery. Payment can be made online, by cash or cheque. A half term's written notice is required to cease registration or to make permanent alterations to booked sessions.

Please note, in the case that a child is absent due to illness, holidays or for any other reason, nursery fees are still payable.

The nursery is closed on all public and bank holidays. No fees will be charged to clients during this period.

Please see below an outline of our Funded and Non-funded sessions:

**08:00-09:00** Breakfast Club (**Unfunded** session @ £5.00 to include breakfast)

**09:00-12:00** **Funded** session (or unfunded @ £14.85) includes mid-morning snack

**12:00-13:00** Lunch Club (**Unfunded** session @ £7.50 – includes 2 course cooked lunch prepared on the premises from scratch using local ingredients where possible)

**13:00-16:00** **Funded** session (or unfunded @£14.85) includes mid afternoon snack

**16:00-18:00** Tea Club\* (**Unfunded** session @ £9.50 to include a light tea)

\*Subject to demand

E.g. Families may access 5 mornings (9:00-12:00) or 5 afternoons (13:00-16:00) at **NO** cost.

For a family eligible to claim the universal 15 funded hours for 3 and 4 year olds plus the additional 15 funded hours (30 hours funded per week / 38 weeks) a full day 08:00-18:00 including breakfast, lunch, tea and snacks = £22.00 per day.

For a family eligible for the universal 15 hours funding only and wishing to access 5 mornings per week - including lunch and the lunch hour i.e. 09:00-13:00 the cost will be £7.50 per day or £37.50 per week.