

## Admissions, Funding and Fees

### Admissions

At Swanton Abbott Pre-School we aim to make our setting accessible to and inclusive of children and families from all sections of the local community.

We care for Children from the age of two years to School age.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on our website – [swantonabbottpreschool.co.uk](http://swantonabbottpreschool.co.uk)

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. where required we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND), These arrangements should include a clear approach to identifying and responding to SEND. This means we will –

- Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with Equalities Act and the Special Educational Needs and Disability Code of Practice.
- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review.
- Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary.
- Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support.

- Publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents they can make choices about the right childcare provision for their child with SEN.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

## Funding

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

Early Years education is offered within the national parameters:

- No session to be longer than 10 hours.
- No minimum session length (subject to the requirements of registration on the Ofsted Early years Register).
- Not before 6.00am or after 8.00 pm.
- A maximum of two sites in a single day.

Early Education is offered to families 38 weeks of the year.

Funded hours can be claimed –

- Monday – Max hours = 9am – 3 pm
- Tuesday - Max hours = 9am – 3pm
- Wednesday - Max hours = 9am – 3pm
- Thursday - Max hours = 9am – 3pm
- Friday - Max hours = 9am – 3pm

**Funding cannot be claimed during our extended hours 8:45am – 9:00am and 3:00pm – 3:15pm**

## Opening hours

Term Time Monday – Friday 8:45am – 3:15pm

(Funding may be claimed Monday – Friday 9:00 am – 3:00pm)

Pre-School term dates run in line with Norfolk mainstream schools as far as possible.

## Fees

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, or additional services.

The following fees apply when families claim a funded entitlement as part of their childcare arrangement –

- Additional hours
- Additional hours including those not covered by the local authority will be charged at the current hourly rate.

The current hourly rate is **£5.50** per hour.

There are no charges for meals or snacks. Families must provide a packed lunch for their child attending during lunch.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to [admin@swantonabbottpreschool.co.uk](mailto:admin@swantonabbottpreschool.co.uk). Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Our fees are reviewed annually in June. Families will be given at least 6 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options with the Manager.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked/finalised before the childcare arrangement is formalised.

The funding entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, or services.

No deposit will be charged to secure a place at this setting.

No registration fee will be charged once a childcare place has been offered.

The entitlement place is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

All families will be issued with an invoice at the beginning of each term. The payment term is 14 days. Fees are preferred in full at the beginning of each term however a payment plan may be agreed at the discretion of the manager/administrator. We will always endeavour to assist any parent/carer struggling with payment, so please speak to either as soon as possible should this be the case.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

## Payment

Payment may be made by bank transfer.

We do also accept payment through childcare vouchers or the Government tax free childcare scheme.

Our bank details are as follows: -

Account Name: Swanton Abbott Pre-School Account Number: 01477137

Sort Code: 40 35 06 – parents/carers are requested to put their child's surname and invoice number as reference when making payment.

## Late/Unpaid Fees

If payment has not been received within 14 days of receipt and no agreement has been put in place, the pre-school will notify the parent/carer in writing and request payment at the earliest possible opportunity.

The Chairperson has the right to issue a formal written warning to the parent/carer and inform them that the continued late payment may result in the child's place at the Pre-School being forfeited. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.

## Absence/Illness

Fees will not be refunded due to holidays or absences during term time.

## Notice of Absence

The pre-school requires 1 weeks' notice of a planned absence/holiday. This is so we can adjust orders accordingly for milk deliveries and snack.

## Notice Period/Change in hours

The pre-school requires 4 weeks' notice from parents/carers terminating the child's place and also for the reduction of hours.

## Late Collection Fee

Swanton Abbott Pre-school has a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection causes unnecessary distress to a child and staff.

Children remaining in our care after the agreed collection time, or after normal opening hours must be supervised by a minimum of two members of staff.

We appreciate that sometimes there may be circumstances beyond parent/carer control affecting the prompt collection of your child.

If you expect you will be late collecting your child, please get in touch with us at your earliest convenience.

Our opening hours are 8:15am – 3:15pm. Additional charges will be added for late collections.

If on three or more separate occasions within a half term, your child has not been collected at the agreed time or within our opening hours, an additional charge will be added for every occasion of late collection.

#### Fees payable

From five past - quarter past the hour of collection - £2.50

From quarter past - half past the hour of collection – an additional £5.00

This will be invoiced and payable within two weeks.