Achieving Success Together

Nursery Admissions and Fees Policy

Formally adopted by the Governing Board of:	**Browick Road Primary and Nursery School**
On:	**25th March 2025**
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Chair of Governors:	**Jeremy Wiggin**
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Statement of intent

At Browick Road Primary and Nursery School, we believe that high-quality early education is vital for all children. We understand that strong, secure relationships between children, school staff and parents are key if children are to thrive. We use our knowledge of the child to make flexible plans, following their interests, which support and encourage their development, particularly in the three prime areas. We aim for them to learn through play and exploration in a carefully organised environment supported by adults to guide, teach and assess them in order to move their learning on. We want our children to develop as happy, healthy and resilient learners, who are increasingly able to regulate their own emotions and behave appropriately in different situations.

By establishing effective and supportive relationships with children and their families, the school aims to ensure that children feel valued as individuals and are empowered to meet their own needs. We aim for them to enjoy their learning experience whilst working towards developmental milestones and achieving the Early Learning Goals (ELGs) at the end of their Reception year.

1. Legal framework

1.1 This policy has due regard to statutory guidance and legislation including, but not limited to, the following:

- Childcare Act 2016
- Children and Young Persons Act 2008
- Education Act 2011
- DfE 'Statutory Framework for the Early Years Foundation Stage'
- Early Years Education and Childcare Statutory Guidance for Local Authorities (June 2018)
- Early Years Entitlements: Operational Guidance for Local Authorities and Providers (June 2018).

It also has due regard to non-statutory guidance 'Development Matters' (DfE, 2020).

1.2 This policy is intended to be used in conjunction with the following school policies and procedures documents:

- Complaints Policy and Procedure
- Nursery Policy
- Nursery Procedures.

2. Roles and responsibilities

2.1 The Finance Officer and Nursery higher-level teaching assistant (HLTA) have overall responsibility for the implementation of the policy as detailed in the Nursery Policy.

2.2 The ***Nursery HLTA*** is responsible for:

- ensuring parents/carers have access to both this policy and the Complaints Policy and Procedure
- working with the EYFS Leader and Finance Officer to keep the policy up to date.

2.3 The ***Finance Officer*** is responsible for:

- ensuring that this policy is kept up to date and submitted to the Early Years Team at the Local Authority (LA)
- ensuring that invoices are issued and paid

- ensuring that Nursery funding applications are submitted.

2.4 ***Parents/carers*** are responsible for:

- ensuring that nursery fees are paid – see Appendix 2: Fees and charges for details
- ensuring that any necessary paperwork for funding is submitted.

3. Admissions and fees

Admissions

3.1 The Nursery Admissions and Fees Policy is issued to all families as part of the registration process. It is also available upon request.

3.2 Admission is via our waiting list based on age. Once your child reaches the age required, and we have spaces available, then we will contact you. We will discuss how many sessions you require and what availability we have. We are flexible but try to maximise the use of our sessions where possible.

3.3 Our morning session is 3 hours and our full day session is 6.5 hours hours. If the full entitlement of funded hours is already being taken, the additional 30 minutes per day can be paid for.

3.4 We encourage parents to commit to a minimum of 3 sessions, preferably taken across three days, to ensure children are able to form secure relationships within the setting.

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

3.6 For information on settling in, and support for children and families, please refer to the school's SEND Policy and the SEND section on the school's website: https://www.browickroadprimary.co.uk/information/send/.

3.7 We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (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 making a claim/application.

3.8 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 that they have reached the eligible age for free entitlements. A copy will not be retained but may be requested again at a later date.

SEND

3.9 We are required to have arrangements in place to support children with special educational needs and/or disabilities. 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 requirements to comply with the Equalities Act and 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, a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do and 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;
- 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 and the school website to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEND.

Fees

3.10 Browick Road Primary and Nursery School is listed with Norfolk County Council (NCC) as an approved provider of funding for 3 to 4 year olds and has agreed to meet the conditions of the Early Education and Childcare Statutory Guidance for Local Authorities (January 2024).

3.11 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, additional hours or additional services. Please see Appendix 2 for further information.

3.12 The free entitlements will be delivered consistently so all children receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, meals, consumables or services. Please see Appendix 2 for further information.

3.13 Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the LA.

3.14 Funding entitlement will be offered flexibly where it is possible to do so.

3.15 Fees for paid sessions are set by Browick Road Primary and Nursery School and will be reviewed annually. From September 2026, our fee is £7 per hour (if funded hours are not being used).

3.16 **Universal early learning entitlement for 3 to 4 year olds:** all 3 to 4 year old children are entitled to receive 15 hours of funded early learning, 38 weeks per year, from the term **after their third birthday**. These hours can be split between providers.

3.17 **'Free early learning' for 3 to 4 year olds:** some children will be entitled to up to 15 extra hours 'free early learning', sometimes referred to as 30 hour funding. This means they will be entitled to up to 30 hours in total, which can be shared between up to three providers, up to a maximum of two providers in a day.

For detailed information on fees and charges, please refer to Appendix 2.

3.18 We will work in partnership with parents, carers, childcare providers, the local authority and other organisations to improve provision and outcomes for children in our 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.

3.19 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.

4. Monitoring and review

4.1 Any changes to this policy will be communicated to parents/carers and staff members as necessary.

4.2 This policy will be reviewed every year, or sooner, if fees, curriculum guidance etc. make it necessary.

Appendix 1: National parameters for Early Years education

A1.1 Early 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 8.00pm
- a maximum of two sites in a single day.

A1.2 Early Education is offered to families 38 weeks of the year, term time only. The funded hours can be claimed (to the maximum available):

- Monday: 8.45am to 11.45am or 8.45am to 3.15pm
- Tuesday: 8.45am to 11.45am or 8.45am to 3.15pm
- Wednesday: 8.45am to 11.45am or 8.45am to 3.15pm
- Thursday: 8.45am to 11.45am or 8.45am to 3.15pm
- Friday: 8.45am to 11.45am or 8.45am to 3.15pm

Please note: Sessions are either morning or whole day.

Appendix 2: Fees and charges

A2.1 The fees are set by Browick Road Primary and Nursery School and will be reviewed annually. From September 2026, our hourly rate outside of funded hours will be £7.00

A2.2 **Funding for 3 year olds(the term the child turns 3):**

- All sessions for 3 year olds are charged at the standard session rate unless the child receives 2 year old funding – see https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds.
- Parents/carers are responsible for obtaining a funding code if they are eligible to claim for 2 year old funding, and for sending it to the Finance Officer. This must be applied for **before the published deadline** the term prior to attending and must be renewed every term.
- Families accepting a 3 year old funded place will be able to retain the entitlement until their child is eligible for either the 3 and 4 year old universal funding entitlement or working parent entitlement.

A2.3 **Universal early learning entitlement:**

- Universal entitlement enables all 3 to 4 year old children to receive 15 hours of funded early learning per week, for 38 weeks of the year.
- You are entitled to claim this from the beginning of the term after your child turns 3. See https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds.
- The standard session fee will be charged for those children not claiming their funding entitlement through us and for additional sessions over 15 hours.

A2.4 **'Free early learning' for 3 to 4 year olds:**

- Universal entitlement is for all 3 to 4 year old children to receive 15 hours funded early learning, 38 weeks per year.
- Some children will be entitled to up to 15 extra hours of 'free early learning', sometimes referred to as 30 hour funding. This means they will be entitled to up to 30 hours in total, which can be shared between settings (a maximum of two settings in a day). See https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds.
- If your 3 to 4 year old child is in receipt of 'free early learning', we can offer between 15 and 30 hours per week in the Nursery.
- If you use all of your free 30 hours per week with another setting,

additional hours over your free entitlement will be charged at the hourly rate of £7.00. .

- Parents/carers are responsible for obtaining a funding code if they are eligible to claim for 'free early learning'. This must be applied for **by the deadline** the term prior to attending and must be renewed every term. The code must then be sent to the Finance Officer
- Children can only access free funding in the term *after* their second birthday (for 2 year old funding) or the term *after* their third birthday (for 3 to 4 year old funding).
- Children born in January, February, March, September, October, November or December who wish to claim either of these will exceed their number of free hours if they attend for their maximum sessions. This means there will be a shortfall between the number of hours that are funded and the number of hours they actually attend. These additional hours will not be funded by the LA and will be charged at a hourly rate of £7.00.
- Parents will not be charged 'top up fees' to recoup the difference between local authority funding and published session fees.
- Funded 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 additional hours, services or meals.

A2.5 **Additional charges:**

- Charges for additional services such as trips will be agreed in advance. Normal session fees will apply for trips as well as any additional transport costs etc.
- The following additional charges will be applied:
  - late payments – £5 per 5 minutes (please see 'Late collection f fees' below).
  - No charges are made for consumables (such as paint or glue), snacks or deposit and retainer fees (see also section A2.8 of Appendix).
    Hot lunches are offered to the Rising 4s group staying a full day and these arecharged at the standard school lunch rate – please see the school website for details. Alternatively, children may bring their own packed lunch from home.
  - If you are unable to pay these charges, please speak to the school Finance Officer to discuss the options available.

A2.6 **How and when to pay:**

- All families will be issued an invoice termly unless the balance is zero.

Invoices will be issued within the first two weeks of term.

- Fees are payable during the first two weeks of receipt. The Finance Officer will submit an invoice to each child. The invoice will be itemised to provide clear and transparent information concerning charges as agreed in the childcare contract. It will allow parents to see that the entitlement is received completely free of charge and understand additional fees that have been applied.
- Payment to be made via internet banking (please see the Finance Officer). If you wish to pay by cash, please see the Finance Officer.
- Consideration will be given to any family who is unable to pay termly and who wishes to pay on a weekly basis. Please see the school Finance Officer.

A2.7 **Illness and term-time holidays:**

- There are no concessions for illness or holidays taken during term time.

A2.8 **Meals and snacks:**

- No charges are made for snacks. Children having lunch at Nursery may bring their own packed lunch or opt to have a school lunch. These are charged at the standard school lunch rate. Please see the school website for details. Children are entitled to one snack under the School Fruit and Vegetable Scheme (SFVS) and one cup of milk per day free of charge.

A2.9 **Unpaid fees:**

- Fees must be paid during the first two weeks of receipt of the invoice.
- If fees are not paid within the first five weeks of receipt, the child's place will be removed and legal action may be taken to recoup the outstanding fees for sessions attended. (See parent/carer agreement).

A2.10 **Notice period:**

- 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 written notice of four weeks (excluding holidays).
- Parents/carers should contact the school office in writing to give notice.
- Any funding entitlement claimed beyond the notice period is

transferrable 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 LA 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.

A2.11 **Late collection fees:**

- A late charge will apply when children are not collected on time at the end of their session.
- A fee of £5 per 5 minutes will be added to the fees.
- Parents/carers will be charged for this time to cover the cost of two staff members remaining to care for the child.

A2.12 **Keeping you informed about fees:**

- Our fees are reviewed annually in March. Families are advised of the fees in advance of joining and also given 6 weeks' notice in writing to inform them of any changes. Families are given the opportunity to discuss their options with the Finance Officer.
- The present charges are displayed on the noticeboard in the Nursery foyer.
- Information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

A2.13 **Complaints:**

- A copy of the school's Complaints Policy and Procedure will be issued to new starters in the Welcome Pack as part of the registration process and is available upon request.
- When parents/carers are not satisfied that their child is receiving the free entitlement correctly (as set out in this funding agreement and in Early Education and Childcare Statutory Guidance for local authorities), a complaint may be submitted directly to the Finance Officer at finance@browickroad.norfolk.sch.uk.