Admissions & Fees Policy

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

When a parent/carer contacts the setting 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 setting 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 Admissions Form to confirm their child's place.

Parents/carers will then be asked to complete and sign all of the relevant documentation.

Once the admission is secure, Daycare Manager/ Admin Officer, will contact the parent/carer concerned to arrange a date for the child's first session.

Waiting List

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

- Parents/carers will be encouraged to submit their request which will be placed on the waiting list, in the order that they are submitted

- When a vacancy at the setting becomes available, the Admin Officer will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Admissions Form 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 suitable child on the list will be contacted.

Fees

We understand 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 setting, it must ask that parents/carers respect its policy in respect of fees.

The level of fees will be set by the Trust Board of Tyne and Wear Learning Trust 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 monthly, on an agreed day prior to the start of the month in question.
- If the fees are not paid on time, the setting will notify the parent/carer in writing and request payment at the earliest possible opportunity
- The Business Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment would result in their child's place being forfeited
- If fees are paid persistently late or not at all with no explanation, the setting will be forced to terminate that child's place. Under exceptional circumstances, the Headteacher may agree to allow the child to continue attending the setting for the remainder of that week
- Parents/carers are encouraged to speak to the Business Manager or the Headteacher 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. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place

- *Please note that registration at or admission to the nursery, does not guarantee admission into the Local Authority's nursery or reception class of the joining school and we recommend registering your child with the school as early as possible

Policy: September 2025

Review Date: September 2027