

Administration

4.1 Admissions, Attendance & Fees

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

- We will endeavour to make information about our setting readily accessible. We will seek to provide translated written materials where language needs of families suggest this is required.
- In order to achieve the fairest possible procedure for admissions to the Nursery, the following priority list will be considered when places are limited:
 - Looked after children.
 - Children who have additional needs.
 - Siblings already attending St Michael's Community Nursery or St Michael's C of E First School.
 - Residence in the catchment core areas of Mickleham, Westhumble, Boxhill, Headley, Leatherhead, Dorking and primarily proximity to the Nursery.
 - Date of application.
 - Any other relevant circumstances.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Attendance

Although education for children of nursery age is non-statutory, regular attendance does help to establish a good routine and consistency. It supports a child's developing confidence enabling them to gain maximum benefit from the education offered at our setting.

- Children are expected to attend the setting on the days parents have agreed. They should arrive promptly to start the session at 9.15a.m. Late arrivals can make it difficult for a child to join in activities in progress and can disrupt other children.
- Parents must contact the nursery either by telephone, in person or by email if their child is not attending or will be late and provide a reason. Contact should be made before the session starts.

Absence

- Regular absence could result in relinquishing the child's place.
- We require 8 weeks notice of your child leaving nursery or a reduction in hours. Fee's will remain payable should your child leave within this notice period.
- Regular absence may give cause for concern about the welfare of the child. In such circumstances the designated safeguarding lead will refer to safeguarding policies.
- We have a statutory obligation to follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or absent without notification from the parent or carer, we will attempt to contact the child's parents/carers/alternative emergency contacts.
- Concerns will be referred to local children's social care services and/or a police welfare check requested.

Fees

Session fees are detailed in the Guide for Parents and Carers booklet (contained in admissions pack) and also detailed on our website. They are reviewed annually and parents will be given a half terms notice if any increases are necessary during an academic year.

We are registered on the Surrey Directory of Providers and are able to claim:

- Funded Early Education for 2 year olds (FEET)
Eligibility codes will need to be applied for prior to the start of the funded term.

- Funded Early Education and childcare for 3 and 4 year olds (FEE)
15 hours of universal funding available to all 3 and 4 year olds from the term after the child's 3rd birthday.
- 30 Hours Funded Childcare for working parents
Eligibility codes will need to be applied for prior to the start of the funded term and the code must be renewed every 3 months to continue claiming the funding. St. Michael's Nursery offers up to 25 hours of this funding option. Parents can claim their full entitlement by sharing funding with another provider.
- Early Years Pupil Premium (EYPP)
We are able to claim Early Years Pupil Premium for disadvantaged 3 and 4 year olds.

Fees are billed on a termly basis and may be paid by cheque, BACS or childcare vouchers. Payment is expected within 30 days. As a registered charity with limited funds at our disposal, we expect Parents to assist us with the smooth running of the setting by ensuring that all fees are paid promptly. Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. We currently charge a late payment administration fee of £10. Graduated payments may be agreed at the discretion of the Treasurer. Persistent non-payment of fees will be addressed by the committee. The Committee reserves the right to take further action to recover unpaid fees, any associated costs and the child will lose their place at the setting. We will not refund any fees if your child is absent due to illness, holiday or as required under the Nursery policies and procedures. The nursery will also not refund fees if required to close due to any event outside its reasonable control. Such events include, without limitation, 'acts of God', fire, war, acts of terrorism, strikes, infectious diseases, epidemics, weather events (such as snow or flooding), unforeseeable repairs or any failure of public or utility services.

Policy updated 31/07/2025