**Admissions Policy**

**Funding, Fees and Admission**

To enquire about admission into Kingfisher Kindergarten we request a completed application form. These can be obtained from Kingfisher Kindergarten or by emailing laryne@kingfisherkindergarten.com. There is a £15 application fee.

**Age Entry**

We take children from the age 2 years up to when they leave for Primary School.

**Sessions and Funding**

The Kindergarten operates on a term time only basis from September - August and these dates are published on the website or can be obtained from the nursery manager. The session times are as follows;

Monday to Friday

* 9:15am am to 12:15pm
* 9:15pm to 1:15pm
* 9:15pm to 2:45pm

**Universal Funding Entitlement (15 hours)**

Every 3 year old (term after their 3rd birthday) child is entitled to 15 hours free funding a week which can be spread across your choice of days and depends on availability of the setting.

Any extra hours, over and above the 15 hour per week entitlement, will be charged for. Fees will be payable in advance and on receipt of an invoice.

**Extended Entitlement (30 hours funding)**

We accept the 30 hours funded entitlement for working parents. Lunch club fees will be included as part of the funded hours and will be an additional daily charge added to your invoice.

Eligibility for the additional free hours is determined by HMRC through the online application and parents must apply every 3 months via the Government’s Online Childcare Service. Parents of three and four year olds will need to meet the following criteria (published by the Department for Education in March 2017) in order to be eligible for up to 30 hours free childcare:

* They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months
* This equates to £120 a week (or c. £6,000 a year) for each parent over 25 years old or £112.80 a week (or c. £5,800 a year) for each parent between 21 and 24 years old
* This applies whether you are in paid employment, self-employed or on zero hours’ contract
* The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
* Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
* Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
* Where a parent is in a ‘start-up period’ (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
* If a non-EEA national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

* Either parent has an income of more than £100,000
* Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

If a parent loses eligibility:

* They will receive a “grace period” – this means they will be able to keep their childcare for a short period.
* Once the “grace period” has lapsed, the parent may be entitled to the universal 15-hour entitlement.

Parents/guardians will need to accept the place by email.

**Changes to Sessions**

If a parent/carer wishes to change their child’s session, this request should be put in writing and we will accommodate changes where possible, during or at the start of a new term.

**Fees**

A termly charge of £25 for resources is added to each child attending the nursery. This will be added on your invoice and applies whether the child receives funding or not.

For children aged 2 years to 3 years the hourly rate is £6.25

For children the term after they turn 3years and are attending over 15 hours the rate is £5.75 per hour.

Children that stay for lunch club the charge is £2 per day and a pack lunch should be provided by the parent/carer of the child.

**Payment of Bills**

Fees are payable in advance; therefore, bills will be given out at the beginning of each term and should be paid within 14 days of receipt and by the date stated on the bill. Those wishing to pay only one bill per term must please settle their accounts in full by this date. The bill will give the fee-payer the option to defer only the second half of the term's fees until a given date after the half term holiday. Again, this second payment must be made by the date given.

**Outstanding Bills**

Should any bill remain outstanding after the payment due date has passed, in the first instance an email reminder will be given. If payment has not been received two weeks after the bill was due, a second email reminder will be given and a 20% of your outstanding invoice will be added together with the advice that if payment is not received within two weeks or by the end of term (whichever is sooner) then written reminder proceedings will commence.

In the unfortunate event of written reminder proceedings becoming necessary, all letters will be sent through the postal service using Recorded Delivery. We (Kingfisher Kindergarten) will issue in the first instance a written overdue account reminder. This will be followed by a written second warning of monies outstanding. This will be followed by a written Final Demand which will include notification of a child's non-funded sessions at the setting being terminated and County Court proceedings being started for recovery of monies owed.

**Weekly Payment**

If budgetary constraints make paying a half-termly bill difficult, then arrangements can be made for weekly payment. If you require to pay your bill in this way, please discuss it with the Pre-school Administrator at the beginning of the term. Under this arrangement, should fees become outstanding for 4 weeks then the child's place at privately funded sessions will be reviewed. This is in the interests of both Pre-school and the family involved. If fees continue to remain outstanding without a payment plan being agreed upon and kept to, written proceedings will be started as detailed above.

**Difficulty Paying**

Notwithstanding the above, it is the aim of the setting to ensure that every child can continue to benefit from attending Pre-school, therefore if parents are having any difficulty paying any bill they are strongly encouraged to let the Administrator know. A member of management representative, the Administrator and the parent(s) can then meet with the hope of finding mutually acceptable terms to ensure the child's place at the setting remains secure.

**Notice Period**

Parents must please provide a terms written notice of their intention to withdraw a child from the setting. Fees are payable up to the date of withdrawal at the end of this notice period, even if a parent chooses not to send their child during the notice period. Exceptions to this can be made, for example when moving house and completion dates are not finalised far enough in advance. Any circumstances that a parent feels may warrant an exception to the usual notice period must be discussed and agreed with the Administrator in advance. Failure to do so will result in the normal terms notice being applied.

**Kingfisher Kindergarten Admissions and Oversubscription**

Where there are more applications than places the following criteria will be used to decide which children are offered a place:

* “Looked after” children (as defined in the Education Act 2002 – Admissions).
* SEND Children with a particular compelling educational and/or social or medical need as referred by a professional
* at the time of the applicant’ proposed admission.
* Children of members of staff.
* In order of date of birth

Within the above criteria, each application is always considered very carefully on its individual needs and Kingfishers decision is final.

**Determining choice of sessions**

Parents will be asked to give preferences with regards to the sessions when they apply for a place. Account will be taken of any preference for sessions expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child may be offered an alternative session.

We will ensure our Equal Opportunities Policy is widely known and that we will monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. We will also ensure it is clear that we welcome both, fathers and mothers, other relations and carers and people from all cultural, religious, ethnic and social groups with and without disabilities.

**Informing Parents regarding applications**

When a place is available we will inform applicants as above. If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then be contacted when a place is available.

This policy was reviewed by Kingfisher Kindergarten Ltd

On 11th November 2018

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner