

## **EYFS Pre-school Admissions and Fees Policy & Procedure St Teresa's School**

### **Mission Statement**

Inspiring and achieving together, using our unique gifts given to us by God.

**Reviewed** July 2019

#### Policy Statement

St Teresa's School is primarily intended for the education of Roman Catholic children. However, children of all, or no religion, are welcomed to the school, on condition that the parent agrees to their child/children following the Religious Education program set by the Diocese of Northampton, together with the liturgy celebrations arranged by the school. All parents are informed of this condition on their initial visit to the school.

#### Procedures

Children are eligible to join St Teresa's Pre-School from the start of the term in which they turn three years of age.

Parents may view the Pre-School on Open Days or at other times by making an appointment with the school office. Prior to admission, children joining the Pre-School spend a session in the setting and parents are offered a home visit to support the child's transition to Pre-School.

When applying for a place in the Pre-School, parents are asked to complete and sign the Registration Form and return it to the School Office. The Registration Form must be signed by both parents or legal guardians (or, where applicable, sole parent/legal guardian as the case may be). All correspondence should be addressed to the School Office. On receipt of the Registration Form, the school will place the child's name on the Pre-School Waiting List for the term in which they are eligible to join St Teresa's. However, this does not guarantee that a place will be available.

The parent/guardian will be sent a letter confirming safe receipt of the application and will then be contacted the term before the child is due to start and formally offered a place, if available.

Parents of children already attending St Teresa's Pre-School are regularly invited to review their selected sessions so that they can, whenever possible, alter their sessions to suit their changing needs. Any remaining sessions are offered to the families of children who are on the waiting list for that term, in the order in which they registered for a place and where possible offering the sessions originally requested. If we are oversubscribed, consideration will also be given to children in receipt of Free Entitlement Funding (FE) and to siblings of children already attending. We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Children in receipt of Universal FE are offered the maximum number of hours possible each term and whenever possible, a minimum of 15 hours of childcare during the term before they start school.

Ad hoc sessions may be available, depending on availability and by prior arrangement with EYFS staff. These sessions are charged separately. Please see fee information in this policy.

#### Equal Opportunities

Our school welcomes children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The school is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law.

All candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We welcome all those involved with the child's learning, development and well-being into the school community, including childminders and other professionals.

We actively encourage all children and/or parents with disabilities to participate in life at St Teresa's Pre-School and we make our Equal Opportunities policy widely available.

Reference should be made to "**Pre-School Special Educational Needs and Disability Policy**" and "**English as an Additional Language Policy**".

### Fees

We offer Free Entitlement Funding based on the following session format:

	Time	Funded	Session Charge
Morning Session	8.20 am to 11.20 am	Yes	£18.00
Lunch Session	11.20 to 12.20 pm	No	£9.00
Afternoon Session	12.20 pm to 3.20 pm	Yes	£18.00

Fees are payable for those children who are either not yet in receipt of their Free Entitlement Funding, attend a lunch time session, or where the child attends hours that exceed their funded entitlement, or where a child is no longer eligible for Free Entitlement Funding.

### Funding

All three and four year old children are eligible to 15 hours Universal Free Entitlement from the start of the term following their third birthday. This funding is available for 15 hours a week, based on 34 weeks per year. The dates determining eligibility of a child for funded hours are as follows:

A child born on or between -	Will become eligible for funding from -
1 April and 31 August (inclusive)	1 September (or from the start of the Advent Term following their third birthday)
1 September and 31 December (inclusive)	1 January (or from the start of the Lent Term following their third birthday)
1 January and 31 March (inclusive)	1 April (or the start of the Trinity Term following their third Birthday)

St Teresa's offers limited opportunities for parents to take up the 30 Hour Extended Free Entitlement for their child. This funding is for three and four year old children whose parents meet the eligibility criteria for the Extended Free Entitlement and is available at the start of the term following their 3<sup>rd</sup> birthday.

Extended Free Entitlement is means tested and an eligibility code must be applied for in the term before funding is claimed. It is the responsibility of parents to apply for the eligibility code and to check that they remain eligible for funding, every three months. If this is not done, the school will not receive payment for the child's place and parents must pay the outstanding fees in full to the school. Under the Extended Free Entitlement, children have access to up to 30 hours a week, based on 34 weeks per year. The dates determining eligibility of a child for funded hours are as follows:

A child born on or between	Will become eligible for funding from	Application for eligibility to be submitted before
1 April and 31 August (inclusive)	1 September (or from the start of the Advent Term following their third birthday)	*The end of the Trinity term
1 September and 31 December (inclusive)	1 January (or from the start of the Lent Term following their third birthday)	*The end of the Advent term
1 January and 31 March (inclusive)	1 April (or the start of the Trinity Term following their third Birthday)	*The end of the Lent term.

\*St Teresa's will help parents in the process of applying for a funded place for their child. We are not available during holidays and for that reason, we recommend that, whenever possible, applications for eligibility codes are completed before the end of the previous term.

Prior to a child turning three years, the school will issue either a Universal or Extended Parent/Provider Agreement for Free Entitlement (PPA-U or PPA-E) which parents/carers will be required to complete and return to the school office, together with the child's birth certificate. If completing the PPA-E form you will need to supply your Unique Reference Code, end date, and National Insurance Number.

Where a child joins us part way through a term and has already been receiving funding at another setting, they will not be funded at St Teresa's Pre-School until the start of the following half-term unless they meet the exceptional criteria. More details can be obtained from the Bursar. If a child is claiming funding across two or more providers, please check with the Bursar about how the funding will be allocated.

If a parent/carer is employed by the Armed Forces (Personnel Category 1 and 2 only), St Teresa's is eligible for additional entitlement. Parents must indicate on their enrolment form that they are employed by the Armed Forces. When completing the funding forms, proof of employment with the Armed Forces should be provided by parents.

If a child meets the qualifying criteria for Early Years Pupil Premium, St Teresa's is eligible for additional funding to support the child's learning and development. The EYPP funding can be claimed using the PPA-U Parent/Provider Agreement for Free Entitlement Form, which is provided on joining the Pre-School and should be returned to school as soon as possible. Please contact the Bursar for further information.

Funding is paid by the Buckinghamshire County Council. Further information is available from the Bucks Family Information Service, following the link below:

<http://www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/advice.page?id=jckxUFNYCrc>

A child's funded place is made available and retained subject to good attendance. Buckinghamshire County Council may claw back funding from St Teresa's if a child does not attend regularly or is absent

without good reason. In this situation this claw back in funding will be invoiced to the parent/carer by St Teresa's.

#### Absences / cancellation of place / changes in sessions

- When a child is absent due to sickness, parents should phone St Teresa's School office prior to 8.30am and leave a message on the message machine.
- If a child is going to be absent for any other reason please fill in a holiday form (available from the School Office and our website) and hand to a member of staff prior to that day's absence.
- Fees remain due in the event of a child's absence for any reason.
- A child will not be able to attend on an alternative day in lieu of a day of absence.
- If a child is absent without notice for more than 3 weeks then their place is considered to be no longer required and may be given to the next child on the waiting list. Fees already paid will not be refunded and any outstanding fees due will be invoiced to the parent/guardian.
- Parents should give a half term's notice if a decrease in the number of sessions is required to the Head of Early Years.
- An increase in sessions or a change of day will be subject to availability. Any decrease in days will not be refunded. Exceptional circumstances may apply, for example if the decrease in days is in response to advice from the Head of Early Years.
- If a place is no longer required, a half term's written notice to the school office should be given by the parent/guardian, stating the leaving date.
- The school require all outstanding fees to be paid prior to a child leaving St Teresa's. An email form should be completed, providing details of the child's destination school/setting, together with your up-to-date contact details.

#### Fee payment

Fees are payable **in advance**. Fee notes are issued on the last day of term and due by 1<sup>st</sup> day of the following term. Fee notes give details of the sessions being charged for, the rate being charged and the number of hours funded. Ad hoc sessions may be invoiced separately or added to the following term's fee note. A voluntary Enhanced Curriculum Fee of £10 per half term will be added to fee notes. Payment is accepted by cash, bank transfer, cheque or Childcare Vouchers. When planning to make a payment using Child Care Vouchers, parents should contact our Bursar. When questions arise about fee notes, or the Enhanced Curriculum Fee, parents should email, or if required make an appointment to speak to the Bursar.

The school will give at least a half term's notice of any fee increase.

Fees will not be charged for days where the school is required to close due to unforeseen circumstances. If fees have already been charged in these circumstances then the relevant amount will be deducted from your next fee note. However, if the school has to close once a session has started, no refunds will be offered.

#### Non-payment of fees

*The school understands that sometimes it is difficult to pay a bill. In these circumstances, parents should contact the Bursar. Parents are advised not to wait for a reminder but to let the Bursar know as soon as possible as the school may be able to offer a payment plan. This will be treated with the strictest of confidence between the Finance Governor and the school Bursar.*

Parents/carers are informed of Pre-School fees and payment structure through the prospectus and the policy document which are given to parents prior to children starting at St Teresa's. If a payment plan is agreed between a family and the Bursar, St Teresa's reserves the right to withdraw that facility

if payments are not made as agreed. If payments are not made as agreed, the full amount outstanding will then be due within 14 days from the issuing of an overdue account letter.

If a family has used the services provided by St Teresa's without payment or their payment has been dishonoured, St Teresa's will follow the following procedure:

- Issue an 'Overdue Account' reminder asking for payment in full within fourteen days. If payment is received within fourteen days no further action will be taken.
- If payment is not received a "second warning" letter will be issued asking for immediate payment, within fourteen days. If payment is received within fourteen days no further action will be taken.
- If, after the second fourteen day period, full payment has not been received a "Final Warning" letter will be issued. At this stage the child(ren) will be unable to use our non-funded services until payment in full is received. If payment is received within fourteen days no further action will be taken.
- If payment is not received within fourteen days St Teresa's will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If St Teresa's is required to attend County Court, costs will be applied at a rate of £20 per hour.

The attendance of a child at St Teresa's Pre-School is an indication that parents/carers agree and understand this policy and agree to abide by the decisions of the staff and Governors.