



Norwich Road Academy

Nursery Admission & Charging Policy

Date of policy	April 2024
Member of staff responsible	A Riddiford
Review Date	April 2026

Introduction:

Norwich Road Academy Nursery supports the entitlement to free 15 hour early years provision for 3 and 4 year olds. In addition, we also offer the 30-hour free childcare to those families who meet the criteria. We do not currently offer nursery provision for 2 & 3 year olds and there are no immediate plans for it to be offered in the future.

Universal free 15 hours (or 30 hours) provision is available from the term following a child's third birthday up until they reach the compulsory school age, for every child, irrespective of background or family circumstances.

A deposit is not required to secure a child's provision of a funded place.

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.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

A child born in the period	Will become eligible for a free place
1 st April to 31 st August	1 st September following child's 3 rd birthday (Autumn school term)
1 st September to 31 st December	1 st January following child's 3 rd birthday (Spring school term)
1 st January to 31 st March	1 st April following child's 3 rd birthday (Summer school term)

Equalities Implications

- The opportunity of on-site wrap around care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.
- The provision of quality nursery places for 3 and 4 year olds will help parents to return to work, education and training. This will support families in reducing the impact of poverty.

Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to its effective date
- The primary objective of any monetary increase is made to sustain the nursery
- We will be aware of the charges made by other nursery providers
- The governments free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- The governments free entitlement which covers 30 hours per week, for those parents that meet the criteria, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure that the childcare we offer is flexible and meets the needs of the working parents

- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision Child care charges. The invoice will be itemised to provide clear and transparent information concerning the charge as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand the additional fees that have been applied. Detailed receipts will be issued for all cash, cheque or BACS payments.
- Childcare provision will be available from 9:00am to 3:00pm, five days per week.
- Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision.
- The charging policy covers children accessing day care additional to the Early Years Foundation Stage funded education
- No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week, but parents/carers can purchase additional childcare provision where available
- No charge can be made for the Early Years Foundation Stage funded education place of 30 hours per week for those children whose parents are entitled.

Application for a Nursery Place

Early Education is offered to families 38 weeks of the year.

Funded hours can be claimed –

- Mon – max hours = 3 (either 09.00am – 12 noon or 12 noon – 3.00pm)
- Tues – max hours = 3 (either 09.00am – 12 noon or 12 noon – 3.00pm)
- Wed – max hours = 3 (either 09.00am – 12 noon or 12 noon – 3.00pm)
- Thur – max hours = 3 (either 09.00am – 12 noon or 12 noon – 3.00pm)
- Fri – max hours = 3 (either 09.00am – 12 noon or 12 noon – 3.00pm)

There are fully funded places available for families if you fulfil the criteria for 30 hour funding, these sessions are available –

- Mon – max hours = 6 (09.00 am – 3.00pm)
- Tues – max hours = 6 (09.00 am – 3.00pm)
- Wed – max hours = 6 (09.00 am – 3.00pm)
- Thur – max hours = 6 (09.00 am – 3.00pm)
- Fri – max hours = 6 (09.00 am – 3.00pm)

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If you are unable to pay our charges, please speak with the Nursery Manager to discuss the alternative options available.

Funding cannot be claimed during our lunch period.

It is recommended that places at Norwich Road Academy Nursery are applied for at least 12 months prior to the date of required commencement. As part of the registration process you will be asked to complete a Nursery Admissions Form. The parent/carer will also be asked to provide documentation to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the local authority for audit or fraud investigation purposes. The Admission Policy is issued to all families as part of the registration process. If you click the link to the policies we adopt from the Eastern Multi

Academy Trust, the policies are displayed in alphabetical order. Early Education is offered to families 38 weeks of the year. The funded hours can be claimed up to a maximum of 30 hours if eligible, or 15 hours.

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
- 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.
- The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.
- The entitlement place is offered free. Parents will not be charged a 'top-up' fee to recoup the difference between the amount received from the local authority and the current hourly rate.
- The admissions and charging policies are issued to all our families as part of the registration process. They are also available on our website and on request.
- We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their 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
- 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 when an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). 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 the requirements to comply with the Equalities Act and the 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 & 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 where necessary
- 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 to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We aim to identify all children that may attract any additional funding such as 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 submitting a claim/application. You may wish to discuss this further with our SENCo, Miss Georgina Rich.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Pricing Structure

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.

The following fees apply when families claim a funded entitlement as part of childcare arrangement –

- Additional hours
- Additional hours including those not funded by the local authority will be charged at the current rate.

The current session rates are £20.00 per session (0900 – 1200 or 1200 – 1500)

- Additional services - charges for additional services such as trips and activities will be agreed in advance with families.
- Cost of meals and snacks – Not Applicable

There are no charges for meals or snacks. Families must provide a packed lunch for their child attending during lunch.

If you are unable to pay these charges, please speak with the Nursery Manager to discuss the alternative options available.

Other charges –

- Deposit – There is no fee charged to secure a place at the setting.
- Retainer Fee – For absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's place at the nursery. Refunds will not be given against any unattended paid for sessions. Any planned absences should be discussed with the Nursery Room Manager and the Early Years Leader.
- Registration Fee – There is no fee to register your child

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 half a terms notice in writing to the Nursery Manager. 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 local authority 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.

- Late Collection – this fee will be charged when children are not collected on time at the end of their session.
 - On the first occurrence of being late, the lateness will be recorded by the member of staff on 'door duty'
 - A second or any subsequent occurrence will incur a flat fee of £5.00 for the first 15 minutes. For every 15 minutes thereafter (or part thereof) a flat fee of £15.00 will be applied

Our fees are reviewed annually in September. Families will be given at least 6 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options with the Nursery Manager.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

Payment in advance is required by the first day of each half-term, for any additional hours over and above the 15 hours per week free entitlement. An invoice will be issued in advance detailing the payment due.

Parents and carers will not be charged a top up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.

Any change to the above pattern of attendance will require at least a half term's notice in writing to the Nursery Manager.

A Local Authority Early Years Funding Parent/Carer Claim Form must be returned each term by the mandatory date as indicated on the form.

If the agreement is broken, the fees paid are non-refundable. Failure to pay your fees may result in the loss of your child's place and the balance on your account being passed over to our Trust to recover the outstanding fees.

Payment is by BACS using account details provided on current invoice or online via a Tax-Free Childcare Provider Account. Any charges arising from payment in un-cleared funds will be passed onto the parent. If payment has not been received within 4 weeks of the date of the invoice then the child's place at the nursery will be lost.

Voluntary Contributions

Voluntary contributions are requested to cover the costs of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Non-Payment Fees

- A reminder of non-payment of fees will be sent after two weeks with a follow up reminder being sent two weeks later
- If payment has not been received within 4 weeks of the date of the invoice then the child's additional hours will be at risk.
- Payment of unpaid fees will normally be pursued through the Eastern Multi Academy Trust and then onto the small claims court.

Setting Closure

No charge will be made for closure due to bank holidays, extreme weather conditions and staff development days.

Complaints

Our complaints policy is issued to all families as part of the registration process. It is also available via our website www.norwichroadacademy.co.uk and then select the link for Trust policies. Where a parent/carer is not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Julia Miles, Principal. If you are still not happy with the response, then you can also write to the Chair of Governors.