



CHARGING AND ADMISSIONS POLICY FOR THOSE IN RECEIPT OF EARLY EDUCATION FUNDING v 1.2

All information in our other School policies, including the SEND policy, also relates to pupils in receipt of the Early Education Funding. This policy includes supplementary information relevant particularly to the funding and is provided to parents at the start of the application process.

We are pleased to currently offer the fifteen hours a week universal free entitlement to Early Education. However, should there be changes in legislation or to the Local Authorities requirements with which we felt we could not comply or which we felt compromised our offering in any way, this would be reviewed. As with rises to fees, we would endeavour to give parents at least a term's notice of any change. Government funding covers the cost of the fifteen hours free childcare but is not intended to cover the cost of any of the additional services listed below.

We offer the fifteen hours funded entitlement for three hours a day over five days. Parents and carers are not required to pay for the hours attended as part of the entitlement. We aim to make our charges throughout the School as inclusive as possible. Fees for Early Years include amongst other things: all drinks and snacks; lunches; lessons run by specialist music teachers; swimming lessons; all first aid requirements, educational materials and other consumables; outings and advice and guidance for staff from in-house learning support specialists if required. We aim to be as flexible as possible within our provision. Those wishing only to take up the free entitlement and not the other things we provide may do so between 12.30 to 3.30pm and will neither be offered nor charged for additional services or fees. This is because we offer the fewest additional extras in the afternoon and so pupils not accessing these would be the least affected during this period.

As part of the admissions process, parents are required to verify their child's date of birth in order to confirm eligibility and in order to allocate them a place in the correct academic year group. Spaces in nursery are allocated in the order registration forms are received, subject to our published admissions policy.

All fee bills for those in receipt of the entitlement will clearly state how the charges are made up, showing the hours received free of charge and the charges made for the rest of the provision. For those taking up only these sessions, and whose children will not be continuing at Town Close, the acceptance deposit will be returned within 6 weeks of their children started in the nursery. Should a parent decline to pay the acceptance deposit and is only using the fifteen hours funded entitlement, the acceptance deposit can be waived. However, if they pay for

additional hours in Nursery, or decide to continue into Reception, the acceptance deposit will be required.

Promoting equal opportunities is fundamental to the aims and ethos of Town Close School, for further information our Equal Opportunities Policy is available at <https://townclose.com/wp-content/uploads/2019/09/Equal-Opportunities-Policy.pdf> and our Inclusion Policy is available at <https://townclose.com/wp-content/uploads/2018/12/Inclusion-Policy.pdf>.

As with our charging policy for all our fees <https://townclose.com/wp-content/uploads/2019/07/Policy-and-Arrangements-for-Admissions-Discipline-Exclusions.pdf>, our charges are based on an annual fee which is payable in three equal instalments each of which is due by the first day of each term. For fee rates please see <https://townclose.com/admissions/fees-and-payments/>.

We are able to offer you a number of different ways to pay fees. We accept bank transfers, card payments or cheques or parents may opt to pay fees by monthly direct debit using School Fee Plan. Full information about all of these can be found at <https://townclose.com/admissions/fees-and-payments/making-payments/>

If fees are not paid by the due date, we reserve the right to refuse to allow your child to attend the School or to withhold any references while fees or supplemental charges remain unpaid. We may make an interest charge of 2 per cent per month or part month. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees. Should payment terms not be met after reminders have been sent, we shall pass the matter to our solicitors who will pursue the payment on our behalf, including taking court action where necessary.

*Reviewed September 2020
Next Review September 2021*