

## CHARGING AND ADMISSIONS POLICY FOR THOSE IN RECEIPT OF EARLY EDUCATION FUNDING v 1.5

***All information in our other School policies, including the Special Education Needs and Disabilities (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.***

This policy is issued to all families as part of the registration process. It is also available on the School website.

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 Authority's 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. 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. The entitlement 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. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours. 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. A registration fee of £100 is charged but this is voluntary for

those families whose child(ren) only access the funding entitlement. For those taking up only these sessions, and whose children will not be continuing at Town Close, the registration fee will be returned within 6 weeks of their children starting in the nursery. However, if they pay for additional hours in Nursery, or decide to continue into Reception, the registration fee and an acceptance deposit will be required.

Our Early Education is offered within the national parameters. These are –

- 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

Please refer to our Policy to Promote the Successful Inclusion of Pupils with Special Educational Needs and Disabilities concerned the SEND support on offer to children and how we support families to choose the right setting for their child/children with special educational needs or disabilities. We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), SEND Inclusion Fund and any locally available funding streams with a view to submitting a claim/application to support and improve their outcomes.

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/>. All families will be issued with an invoice termly, in advance, unless the balance equals zero, with payments due by the first day of term.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

We are able to offer you a number of different ways to pay fees. We accept bank transfers, card payments via our website, cheques or parents may opt to pay fees by monthly direct debit using School Fee Plan Credit Scheme. Full information about all of these can be found at [Making Payments - Town Close School](#) Detailed receipts will be issued for all cash and cheque 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.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on the School website. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in the funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Bursar.

*Reviewed September 2023*  
*Next Review September 2024*