



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

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. 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

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. Our fees are reviewed annually in March and families will be given at terms' notice in writing to inform them 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.

Early Education is offered to families 36 weeks of the year.

Funded hours can be claimed –

Mon – max hours = 3 [12:30 – 3:30pm]

Tues – max hours = 3 [12:30 – 3:30pm]

Wed – max hours = 3 [12:30 – 3:30pm]

Thur – max hours = 3 [12:30 – 3:30pm]

Fri – max hours = 3 [12:30 – 3:30pm]

There are 0 fully funded places for families, as we are not eligible to offer this.

Funding cannot be claimed during our lunch period.

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.

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.

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

Additional hours - hours including those not funded by the local authority will be charged at the current hourly rate. The current hourly rates are based on 2024/35 fees and are £8.09 per hour.

Cost of meals, snacks, and consumables - As the period of free entitlement is offered from 12:30 to 3:30pm at our setting, the lunch period has finished by this point therefore no lunch provision is required/offered. However, there will be no charge for snacks or consumables during the afternoon sessions.

Additional services - Charges for additional services such as trips will be agreed in advance with families.

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

Other charges –

Registration Fee – This fee of £100 is voluntary where families do not pay any for any additional hours. 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.

Deposit – This fee of £500 is charged to secure a place at the setting. For funded only children, the fee will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full. The deposit will not be returned where a place is no longer required.

Late Payments – This fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account. Fees are due by the first day of term and are subject to 2.5% interest for late payment

Late Collection – This fee will be charged when children are not collected on time at the end of their session. Please refer to the After School Care charging schedule.

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 a terms' notice in writing to the Head. 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 (contract).

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.

All families will be issued an invoice monthly in advance with payment due by the first day of term.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

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

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 where 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 and SEN department 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.

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 2024
Next Review September 2025