

# Cherrytree Nursery School Ltd

## Admissions & Oversubscription Policy

The Nursery school is open to every family in the community. No child will be rejected on grounds of age (subject to the usual limits of all admissions), gender, family status, disability, colour, ethnic origin, culture, religion or belief.

At the induction session before your child starts, you will be asked to complete a registration form and sign to say you have read and understood the information in the brochure and policy booklet. Unless you are accessing funded hours only, a deposit is taken, and is refundable if four weeks notice of leaving is given, or when your child moves on to Primary School. If hours are increased over and above the free entitlement at any point, then the deposit will become payable. Fees are payable during any notice period and if we do not receive four weeks notice, your deposit will be forfeited. If your child is eligible for a Free Early Education place and you decide to remove your child from the nursery before the termly claim is made, you are liable for and must pay the fees due for the sessions attended.

Once your child has started at Nursery, any fees due must be paid weekly, monthly or termly, **in advance**, whether your child attends or not (e.g. due to sickness or holiday). Failure to keep up fee payments will jeopardise your child's place at the Nursery.

Children who are eligible for a Free Early Education Place will be advised the term before they become eligible, or on entry. If eligible, each child is entitled to receive up to a maximum of 15 hrs free per week, for a maximum of 38 out of 39 term-time weeks. If your child attends for any hours over the free entitlement, fees will be calculated over double terms (i.e. terms 1&2, 3&4, 5&6). **These fees apply to any extra hours booked over and above the free entitlement, and also the five unfunded days in the year.** Your child's fees will be broken down into weekly or monthly amounts payable, regardless of sickness, outings etc. **Parents must inform the Nursery of absence due to sickness or holiday.**

If you wish to confirm when your child will be eligible for a Free Early Education Place, or what your extra fee payments will be, please speak to the Manager. **KCC guidelines state:** "Children who receive Early Years funding must attend regularly on the days booked, or KCC Officers will investigate and may recall any funding made in respect of any period that the child was not using their free entitlement. **Parents must inform the Nursery of absence due to sickness or holiday.** Under normal circumstances, only 10 school days holiday per year are allowed to be taken." If funding is withdrawn in these circumstances, you will be liable to pay for any sessions your child was booked to attend.

If we are over subscribed, children will be admitted in accordance with Kent County Council guidelines i.e. three and four year olds eligible for a Free Early Education Place will be given priority over younger children. We will next offer places to siblings of children at Nursery, then on a first come, first served basis. Also, if we are oversubscribed with children requiring a Free Early Education Place, and have fewer places to offer eligible children than parents/carers require, we shall offer fewer parents/carers their full entitlement of 15 hrs per week before offering more children less than 15 hrs per week.

If you wish to use your child's full free entitlement and we are unable to offer your child this, we will advise you in writing.