

# Haddenham St Mary's CE School



## LITTLE FOREST FRIENDS ADMISSIONS AND FEES POLICY

Date agreed by Finance & Resources Committee	<b>23 February 2023</b>
Date to be reviewed <i>(maximum 36 months after date above)</i>	<b>February 2026</b>
Date adopted by Governing Body	<b>23 May 2023</b>
Governors Committee accountable for review	<b>Finance &amp; Resources Committee</b>
Staff member accountable for review	<b>Headteacher</b>
Governor accountable for monitoring	<b>Chair of Finance &amp; Resources Committee</b>

Little Forest Friends pre-school provision is run by the Governing Body of Haddenham St Mary's CE School (under section 27 of the Education Act 2002).

### **Admissions:**

There will be one main intake in September of each year, with further intakes in January and April should places allow. To be offered a place at the September intake, the child must be three years of age on or before 31<sup>st</sup> August of that intake year. Places are allocated to children aged 3+ at the point of entry based on the length of time they have been on the waiting list. Children usually join the term after their third birthday when government funding is available, however, if places allow it may be possible for them to join with effect from their third birthday.

While children can join the pre-school from their third birthday, government funding is not available until the term after the child's third birthday - charges apply for non-funded places (see schedule of fees) which are payable at the start of each half term. Funded places may be available for children who are in receipt of 2 year old funding from the child's third birthday.

Parent preferences for sessions are taken into consideration; however, it may not always be possible to meet these preferences. A minimum of 3 sessions per week must be taken when available. Acceptance of a place is made in writing detailing the start date and 'stay and play' session. If a child fails to attend within 5 days of their start date and no reason is given then the offer of a place may be withdrawn and the place allocated to another child. Parents/Carers need to complete/provide the following documents prior to a confirmed start date being given:

- Admissions form
- Copy of child's birth certificate or passport
- Parent Provider Agreement form
- Confirmation of funding for 30 hours funding (where applicable)

Please note: Admissions to Haddenham St Mary's CE School is managed and operated by Bucks Council - <https://www.buckscc.gov.uk/services/education/school-admissions/starting-school-or-moving-up-to-junior-school/>. Attendance at Little Forest Friends does not guarantee or influence in any way admission to Haddenham St Mary's CE School.

**Funding:** Little Forest Friends pre-school is registered to deliver universal 15 hours and extended 30 hours funded early education. Children are eligible for funding in the term after their third birthday (eg a child who is 3 years old in January (Spring term) becomes eligible for funded early education in the following April (Summer term)).

Both universal and extended funding can be applied to Little Forest Friends sessions and can also be applied to sessions in Happy Hedgehogs (wraparound care).

Parents who are eligible for the extended funding (30 hours) need to provide their eligibility code the term before their child is due to claim. Every 3 months, parents need to reconfirm their eligibility by logging in to their HMRC account. The local authority will then recheck the eligibility code at regular intervals, to confirm that they are still

eligible. If the parent is no longer eligible for the funding, a “grace period” will be given with a date at which the funding will stop. From this date, parents are liable to pay a non-funded session price for any booked sessions.

**Holding deposit:** Parents are asked to pay a £50 holding deposit when a childcare place is being reserved for future use. The child must join the setting as stated within the offer letter and parent/provider agreement. After the child has joined the setting the holding deposit will be returned in full to the parents within 6 weeks of the child joining.

If Little Forest Friends are unable to offer the place under the terms of the contract or varies the terms and conditions of the placement and without the agreement of the parent/s the deposit will be returned to the parent in full. If the child does not take up the place as stated in the offer letter and parent/provider agreement the deposit will be retained by Haddenham St Mary’s CE School.

Haddenham St Mary’s CE School is committed to diversity, equality and inclusivity. If a parent’s financial situation means that it is difficult to pay a £50 deposit, they should get in touch by calling 01844 291455 to speak to the Little Forest Friends Administrator or by emailing [littleforestfriends@haddenham-st-marys.bucks.sch.uk](mailto:littleforestfriends@haddenham-st-marys.bucks.sch.uk)

**Fees:** The current schedule of fees is available on the school website: [www.haddenham-st-marys.bucks.sch.uk](http://www.haddenham-st-marys.bucks.sch.uk) within the Little Forest Friends prospectus.

**Payment of fees:** Payments for non funded sessions are due in advance of the start of term and can be paid via ParentPay, Childcare Vouchers or Tax Free Childcare payment.

**Late or Non Payment of Pre-School fees:** Haddenham St Mary’s CE School reserves the right to charge an administration fee per correspondence due to late payment of fees. The pre-school also reserves the right to refuse attendance at non funded sessions until any outstanding balances are paid. Parents who are experiencing financial difficulties should speak to or email the administrator ([littleforestfriends@haddenham-st-marys.bucks.sch.uk](mailto:littleforestfriends@haddenham-st-marys.bucks.sch.uk)).

**Bookings:** Booked sessions cannot be ‘swapped’ and refunds cannot be given for non-attendance.

**Cancellation:** Once a booking is confirmed for Little Forest Friends, cancellations require a minimum of one term’s notice given in writing to the administrator ([littleforestfriends@haddenham-st-marys.bucks.sch.uk](mailto:littleforestfriends@haddenham-st-marys.bucks.sch.uk))

**Booking Amendments:** If there is an instance where a parent decides that they no longer want to start their child at the confirmed start date and wish to delay their start date, the pre-school will require a minimum of one term’s notice given in writing to the administrator ([littleforestfriends@haddenham-st-marys.bucks.sch.uk](mailto:littleforestfriends@haddenham-st-marys.bucks.sch.uk))

**Late Collections:** It is requested that parents telephone to inform the pre-school if they will be unavoidably late collecting their child. If parents are late to collect children, a late collection fee will be charged per late collection. If, after the pre-school has made every effort to reach available contacts, a child has still not been collected by 30 minutes after the end of their session, DFE guidelines will be followed and Children’s Services will be contacted.

**Closure:** If it is necessary to close the provision due to unforeseen circumstances eg adverse weather conditions, parents will be informed via the school website, email and via the Bucks School Closures website <https://closures.bucksc.gov.uk/>. It will not be possible to refund fees in such situations.

**Lost or Damaged Property:** Little Forest Friends does not accept liability for loss or damage to belongings or property.