

Nursery fees and Admission Policy

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| Date Agreed: | 24/07/2026 |
| Review date: | 24/07/2027 |
| Type of policy: | School |

| Revision Number | Date Issued | Prepared by | Approved | Comments |
|------------------------|--------------------|--------------------|-----------------|----------------------------|
| 1 | 27.04.26 | LE | 27.04.26 | New policy for new nursery |
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| <i>Type of Policy</i> | <i>Tick ✓</i> |
|----------------------------|---------------|
| DCAT Statutory Policy | |
| DCAT Non-statutory Policy | |
| DCAT Model Optional Policy | |
| Academy Policy | ✓ |
| Local Authority Policy | |

1. Policy Statement

Little Common School Nursery is managed by the Headteacher of Little Common School. The nursery is committed to providing high-quality early education and care through a fee and admissions structure that is transparent, fair and accessible to families within our local community. Fees are set in line with the cost of delivering safe, high-quality provision and reviewed annually.

We aim to support both working and non-working parents by offering a range of session options that reflect local need and parental demand, while ensuring the nursery remains financially viable and compliant with Early Years Foundation Stage (EYFS) requirements.

2. Nursery session and fee information

Nursery Opening Information

- Opening hours: **7:45am – 6:00pm, Monday to Friday**
- Open **46 weeks per year**
- Closed on:
 - All Bank Holidays
 - Six weeks during school holiday periods
 - INSET days

Closure dates are shared with families well in advance.

The nursery provides places for children aged **2–4 years**.

Session Times and Fees

The nursery offers both **funded** and **paid** sessions to provide flexibility for families.

Please note:

- The **Breakfast Club (7:45am)** and **Early Drop-Off (8:30am)** sessions may only be booked in conjunction with the **Morning Session (9:00am–12:00pm)**.
- Any sessions or optional extras used but not pre-booked or provided by parents will be charged.

Core Sessions

| Session | Time | 2-Year-Old Fee | 3–4-Year-Old Fee |
|-------------------|------------------|----------------|------------------|
| Morning Session | 9:00am – 12:00pm | £25.50 | £21.00 |
| Afternoon Session | 12:00pm – 3:00pm | £25.50 | £21.00 |
| Evening Session | 3:00pm – 6:00pm | £25.50 | £21.00 |

Additional Sessions

| Session | Time | 2-Year-Old Fee | 3–4-Year-Old Fee |
|-----------------------------------|-----------------|----------------|------------------|
| Breakfast Club | 7:45am – 9:00am | £10.63 | £8.75 |
| Early Drop-Off | 8:30am – 9:00am | £4.25 | £3.50 |
| Late Collection | 3:00pm – 4:00pm | £8.50 | £7.00 |
| Late Collection (including snack) | Up to 6:00pm | £25.50 | £21.00 |

Optional Extras

Optional extras are not part of funded childcare hours and must be paid for separately.

| Item | Fee |
|--------------------------------------|-------|
| Morning Snack | 50p |
| Afternoon Snack | 50p |
| Midday Meal | £1.00 |
| Sunscreen – annual unlimited use | £5.00 |
| Sunscreen – daily use (when applied) | 50p |
| Nappy (occasional emergency use) | 50p |

Ad Hoc Sessions and Holiday Cover

Requests for ad hoc sessions or holiday cover will be considered subject to availability and ratio. Requests should be made by emailing finance@littlecommon.org

- Ad hoc sessions must be paid for by parents
- Ad hoc sessions cannot be amended on funding claims

Payment Arrangements

- Payments for additional paid sessions may be made using Tax-Free Childcare.
- Optional extras must be paid directly by parents via Arbor, using card payment or BACS. Childcare vouchers cannot be used for optional extras.
- All payments are due on the 1st of the month for sessions taking place that month.

For example: Sessions attended in January must be paid by 1 January.

Paid sessions will be added to Arbor. Where payment is made via Tax-Free Childcare, parents must email a screenshot to finance@littlecommon.org showing:

- Child's name
- Date of payment
- Amount paid

This allows the Arbor balance to be adjusted accurately.

Late payments that require chasing will incur a £10 late payment charge.

3. Funded Childcare Entitlement

The Government may fund 15 or 30 hours of childcare for eligible children for up to 38 weeks per year, depending on the child's age and family circumstances.

Families are advised to check eligibility via Childcare Choices, the Government's childcare eligibility checker.

30-Hour Funding

Working parents and carers of children aged **9 months to 4 years** may be eligible for 30 hours funded childcare. A valid funding code is required.

- Funding codes must be reconfirmed **at least every 3 months**
- It is the responsibility of families to ensure codes remain valid
- If a code expires, parents must either pay for sessions or reduce hours

Eligible families may choose:

- Up to 24.75 funded hours per week stretched across 46 weeks, or
- 30 funded hours per week over 38 weeks (term time)

Universal 15-Hour Entitlement

All 3- and 4-year-olds are entitled to 15 hours of funded childcare, available from the term after the child turns three until they start school.

Funded childcare does **not** begin on a child's birthday. Funding can start from the following funding windows:

- Autumn Term: 1 September – 31 December
- Spring Term: 1 January – 31 March
- Summer Term: 1 April – 31 August

Families accessing only the 15-hour entitlement will receive this on a term-time-only basis.

4. Applications

Parents may request a place on the nursery waiting list by completing the application form available on the school website.

The main intake is in September, when older nursery children transition to school. If places become available during the year, these may be offered to children on the waiting list who are able to start promptly.

Submitting an application does not guarantee a place.

5. Admissions

Little Common School Nursery does not operate a first-come, first-served admissions system.

Most places are offered in January for a September start. If a place becomes available during the academic year, families will be contacted accordingly.

While there are no statutory nursery admissions arrangements, the school aims to allocate places fairly and responsibly, taking account of:

- Children's individual needs
- Staffing capacity and EYFS ratios
- Availability of places across age groups
- The need to maintain a viable and sustainable provision

Admission Priority Criteria

Places will be prioritised as follows:

1. Children aged 2–4 of working parents using their full funded entitlement and requiring additional hours across 46 weeks
2. Children aged 2–4 of working parents using their full funded entitlement and requiring additional hours term-time only
3. Two-year-olds eligible for government funded free education and childcare
4. Three- and four-year-olds eligible for the universal funded entitlement

Offer of a Place and Deposit

Once a place has been offered, a **£40 deposit** is required to secure the place. This is payable via Arbor.

- For fully funded places, the deposit will be refunded after **six weeks of attendance**
- For children accessing paid additional hours, the deposit will be held and offset against the final invoice
- If a place is not taken up, the deposit is **non-refundable**

If a family declines a place, they may remain on the waiting list for a future intake. Places are not guaranteed and will be allocated using the admissions criteria in place at that time.

Funding Documentation

Families claiming funding must:

- Complete an East Sussex funding form in full
- Provide a valid and in-date childcare funding code
- Update funding documentation at the start of each term

All parents must provide a copy of their child's birth certificate as part of the school admissions process. This is required to confirm the child's legal name, date of birth and establish parental responsibility. Where local authority funding is claimed, a passport may additionally be accepted for funding verification purposes; however, this does not replace the requirement to provide a birth certificate.

Nursery Visits

For the main September intake, the nursery offers a short introductory visit to allow families to view the provision. These visits may take place in the evening or on a Saturday morning and are not held during nursery opening hours to minimise disruption and ensure children feel safe and secure.

Late Collection

Please refer to the nursery's **Late Collection Policy** for information regarding charges and procedures when children are collected after their booked session.

5. Monitoring and Review

This policy will be reviewed annually.