



Registered Charity No.: 1155711

Admissions, Fees, and Funded Early Education Entitlements Policy

We aim to ensure that our admission procedures are fair, clear, and open to all parents to apply for a place.

The policy is also available on our website and parents/carers who are looking to register with us will be directed to this information.

Six weeks' notice will be given to parents / carers of any changes to this policy.

Key information

At St Martin's Pre-School parents can access a term time only place over 38 weeks.

Our opening days/hours are:

Monday – Friday 8.45am – 3.15pm

We offer sessions according to specific age bands.

2 -3 years old: Children must be at least 2 years old by 31st August preceding the academic year in which they start Pre-School. Afternoon sessions 12.15 – 3.15pm are offered to this age group.

3 – 4 years old: Children must be at least 3 years old by 31st August preceding the academic year in which they start pre-school morning or all-day sessions.

Funded Early Education

We are registered with Surrey County Council to offer funded early education. At the beginning of each funded period (term), parents will need to complete and sign a Declaration Form - Funded Early Education to confirm that funded entitlement can be claimed on their behalf. Parents will need to provide proof of age for their child, such as birth certificate or passport.

At our pre-school parents can access funding in the following ways:

Funded Early Education for two-year-olds (FEET) (15 Hours)

Eligible families can access up to 15 hours of funded early education and childcare a week. To check eligibility for FEET funding please see below:

[Funded early education for two year olds \(FEET\) - Surrey County Council \(surreycc.gov.uk\)](http://surreycc.gov.uk)

Universal Entitlement (15 Hours)

Available for all 3 and 4-year-olds the term after the child's 3rd birthday. There are no criteria attached, parents do not need to apply.

Working Parents Entitlement (30 Hours)

Available for 3 and 4-year-olds whose family meet specific eligibility criteria regarding their employment status.

To check eligibility for Working Parents Entitlement please see guidance at www.childcarechoices.gov.uk. Parents will need to make an application via Childcare Choices to ensure eligibility and reconfirm eligibility before the beginning of each term, at least every three months.

Working Parents Entitlement (15 Hours for 2-year olds)

Eligible working parents of 2-year-olds can access 15 hours funded early education and childcare (over 38 weeks a year) from the term after their child's 2nd birthday. Please see guidance at www.childcarechoices.gov.uk. Parents will need to make an application via Childcare Choices to ensure eligibility and reconfirm eligibility before the beginning of each term, at least every three months.

Working Parents Entitlement (30 Hours)

From September 2025, eligible working parents of children aged 9 months and above can access 30 hours funded early education and childcare (over 38 weeks a year) from the term following their child turning 9 months.

Our Session Times

Morning sessions – 8.45am – 11.45am

Morning sessions with Lunch Club – 8.45am – 12.15pm

Afternoon sessions – 12.15pm – 3.15pm

All day sessions – 8.45am – 3.15pm

Universal 15 hours funding can be used for morning sessions 8.45am – 11.45am for children who had their 3rd birthday by 31st August of the previous year.

Working Parents Entitlement 30 hours funding can be used for morning or all-day sessions 8.45am – 3.15pm for children who had their 3rd birthday by 31st August of the previous year.

Universal 15 hours funding, or 15 hours Working Parents Entitlement funding, can be used for afternoon sessions 12.15pm – 3.15pm for children who had their 2nd birthday by 31st August of the previous year.

For parents who are accessing two settings, 30 hours funding can be used for afternoon sessions 12.15pm – 3.15pm for children who had their 2nd birthday by 31st August of the previous year.

Additional hours taken in addition to the funded hours, are charged at our normal current hourly rate.

Early Years Pupil Premium

EYPP provides additional funding to settings to support children's learning and development. This can be used for extra equipment, resources, or additional training for staff. The child may be eligible if parents are in receipt of some income related benefits or if their child is looked after by the local authority, adopted from care, has left care through a special guardianship arrangement, or has left care and is subject to a child arrangement order. Further details and criteria can be found at [Early Years Pupil Premium - Surrey County Council \(surreycc.gov.uk\)](http://surreycc.gov.uk)

If parents think they may be eligible, they should complete the relevant section on the Declaration Form – Funded Early Education. Parents will be asked to sign this form each funded period to access their funded entitlement. The Pre-School will then process the details. Any information shared will be completely confidential and this will not affect any benefits parents receive.

Waiting List and Deposit

We arrange our waiting list on a first come, first served basis. Applications can be made at any time from birth. An Application Form can be completed on our website www.stmartinspreschool.com or a paper copy obtained by contacting the Pre-School.

The Pre-School charges a deposit of £50.00, and this must be paid when submitting an Application Form. A child will be added to the waiting list when the Application Form and Deposit have been received. The Office Manager will acknowledge receipt of completed application forms by email or telephone.

The Pre-School does not charge a deposit or registration fee for families who are eligible for Free Early Education for Two Year Olds (FEET). Confirmation of eligibility must be submitted with the Application Form. If parents / carers have paid a deposit on application, then this will be refunded when confirmation of eligibility for FEET funding is received by the Pre-School.

The deposit of £50.00 will be refunded during the last half term that the child attends the Pre-School.

If we are unable to offer a place by the beginning of the summer term of the child's school entry year, the deposit will be refunded. If parents/carers choose not to accept the offer of a place at the Pre-School, the deposit will be forfeited.

Parents / carers may decline the offer of a place whilst requesting to stay on the waiting list. The deposit will be forfeited, and the child will be moved to the bottom of the waiting list on the date the place was declined. In exceptional circumstances, the Committee will consider requests for a child to remain at the top of the waiting list.

Process for Offering Places

Offers will be made to children in the following order:

- Looked after or previously looked after children.
- Children who will have an older sibling still attending the Pre-School at the time of the younger sibling's admission.
- After siblings, places will be offered in the waiting list order.

If extra places become available during the year, these additional sessions will be offered to the existing children at the Pre-School by age, after which any remaining sessions will be offered to children on the waiting list.

If requests for the 'all-day' places are over-subscribed, priority will be given to children who have attended the Pre-School in afternoon sessions from the preceding September. If, using these criteria, the remaining places are still over subscribed, requests will be considered on an individual basis and allocated as fairly as possible.

Children with an exceptional social / medical need

Admission will be assessed on an individual basis and children in this category may be prioritised above the waiting list. To fully meet the needs of both the child and all the other children in the Pre-School, numbers may be limited in this category (e.g. to a maximum of one or two children per session).

Accepting a Place and Registration Fee

The offer of a place at Pre-School will be made in writing. On acceptance of the formal offer, parents / carers must pay a Registration Fee of £100.00. The Registration Fee is refunded from the child's first term's fees.

The Registration Fee will not be refunded:

- When the parent / carers decline a place which had previously been accepted.
- When there is change, reduction or alteration to the number of sessions requested after submitting the Acceptance Form.

Initially a minimum of two sessions per week must be accepted for each 2-3 year old child attending the afternoon sessions. A minimum of four sessions per week must be accepted for each 3-4 year old child attending the morning or all-day sessions. Requests for fewer sessions will only be considered in exceptional circumstances and at the discretion of the Manager.

Cost for funded sessions

There is a charge of £2.00 per session for each funded session. A morning or afternoon session counts as one session, and an all-day place as two sessions.

This payment helps towards the cost of providing and updating resources, consumables, special visitors / events during the year, and, most importantly, helps the Pre-School to maintain its outstanding provision.

Should any parents / carers have concerns about paying this charge, please speak to the Office Manager or Manager as soon as possible.

Fees for unfunded sessions

Fees are payable for all hours a child attends Pre-School that are not covered by the FEET, Universal Free Entitlement or Working Parents Entitlement.

The current hourly rate is £8.00 an hour (September 2024). Fees are reviewed before the start of the autumn term but may also be reviewed during the year if circumstances dictate. Six weeks' notice will be given to parents of any changes to the amount of fees payable.

Parents / carers will be given a fee invoice at the beginning of each term. Parents / carers who are unable to pay the full amount due, should immediately contact the Office Manager to make a suitable alternative arrangement. Failure to pay fees will result in the child's place being withdrawn by the Pre-School.

Refunds

It will not usually be possible to refund fees if Pre-School must close due to unforeseen circumstances, such as adverse weather conditions. Refunds cannot be given for non-attendance e.g. if a child is on holiday or unwell.

Notice Period of Withdrawal

If a child is to be withdrawn from the Pre-School, a minimum of six weeks' notice must be given in writing to the Office Manager. If notice is not given, then the Pre-School will charge six weeks' fees in lieu of notice, in addition to any fees outstanding for the period that the child has already attended.

If parents are accessing a fully funded place, funding is not automatically transferred in the majority of cases mid-funded period. There are some exceptions in relation to personal circumstances outlined in the Surrey County Council Provider Agreement, which may require for funding to be released to a new provider. Please speak to the Office Manager to discuss in more detail.

Tax-Free Childcare

We accept Tax-Free Childcare. Parents can check eligibility and apply for Tax-Free Childcare via www.childcarechoices.gov.uk. Tax-Free Childcare is the system that has replaced the previous childcare voucher scheme. Parents may be eligible for up to £500 every three months (up to £2,000 a year) for each of their children, to help with the costs of childcare. This may increase to up to £4,000 a year if their child has a disability.

Parents can check eligibility and apply for Tax-Free Childcare via www.childcarechoices.gov.uk. Parents will need to set up an online childcare account for their child. For every £8 they pay into this account, the government will pay in £2 to use to pay their childcare provider. Parents can get Tax-Free Childcare at the same time as funded childcare if they are eligible for both. Payments via Tax-Free Childcare can be used until a child is 11 years old.

This policy has been adopted by St Martin's Pre-School CIO:

Date:	14 th October 2024
Signed:	Hayley Simms
Role of signatory:	Committee Chairperson