



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 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 31<sup>st</sup> 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 31<sup>st</sup> August preceding the academic year in which they start pre-school morning or all-day sessions.

The Pre-school does not accept children beyond normal school entry age e.g. 31<sup>st</sup> August after the child turns four-years old.

### **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  
\(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

### **Universal Entitlement (15 Hours)**

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

### **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 old.

To check eligibility for Working Parents Entitlement please see guidance at [www.childcarechoices.gov.uk](https://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.

### **Our Session Times**

Morning sessions – 8.45am – 11.45am

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 3<sup>rd</sup> birthday by 31<sup>st</sup> 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 3<sup>rd</sup> birthday by 31<sup>st</sup> August of the previous year.

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

For parents who are accessing two settings, Working Parents Entitlement Funding can be used for afternoon sessions 12.15pm – 3.15pm for children who had their 2<sup>nd</sup> birthday by 31<sup>st</sup> August of the previous year, or for children attending the morning or all-day sessions.

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

### **Early Years Pupil Premium**

EYPP provides additional funding to settings to enhance the child's early years experience, supporting learning activities, equipment, and interventions. 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 \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/early-years/pupil-premium)

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](http://www.stmartinspreschool.com) or a paper copy obtained by contacting the Pre-School.

The Pre-School asks for 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 deposit of £50.00 will be refunded as soon as the child takes up a fully-funded place at our 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.

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.

### **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

If a child has a serious medical condition, or if there are sensitive family circumstances which make it **essential** that the child attends our pre-school, rather than any other, then admission will be assessed on an individual basis. Children in this category may be prioritised above the waiting list. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services, must be submitted at the time of application, making clear why attendance at our pre-school is essential. The Management Committee will assess such evidence and decide on each individual case. 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 or when the child takes up a fully-funded place.

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**

The Pre-School asks for a voluntary contribution 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 voluntary contribution 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 wonderful provision.

### **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 (October 2025). 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 the 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](http://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](http://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:**

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|--------------------|-----------------------|
| Date:              | October 2025          |
| Signed:            | Hayley Simms          |
| Role of signatory: | Committee Chairperson |