



**Nursery Strategic Leader & Nominated Individual Mrs J Edwards**  
**Nursery Manager: Miss C Bates**

Initial Policy date	15 November 2018	Next scheduled review	November 2025
Resource and Nursery Governor approved	November 2025	Key person/people	NI & Rotherly Manager, Finance Manager (TWS)
Model Policy	Yes	Model localised	Yes

### **ROTHERLY DAY NURSERY ADMISSIONS POLICY**

This policy should be read in conjunction with the Rotherly Day Nursery Handbook

#### **Places at the Nursery**

Places are allocated in the nursery by the following priorities:

- Priority 1:  
An existing family (where requiring extra sessions) and/or a sibling of a child already attending Rotherly Day Nursery or, The Westgate School or Children of The Westgate School employee.
- Priority 2:  
All other applicants, in date order, from date of receipt. Those requiring full time provision under the age of 3 will be given priority.

When a place becomes available, you will receive an offer along with a formal offer letter, a Child Entry Record form, a Medical Requirements form and a deposit request for one month's fees, which is returnable from the last month's fees. This deposit is **NON-REFUNDABLE** if you withdraw from an accepted place prior to the start date. Your child's place is not finalised until we receive your deposit and signed agreement within 5 working days of the offer having been made.

Once we have received a deposit payment, your place will be confirmed, and you will be contacted nearer to the start date to arrange induction visits and discuss any medical or dietary requirements for your child.

Please note: a place at Rotherly Day Nursery does not guarantee a future place at The Westgate School. The Westgate School is a separate setting and admissions to The Westgate School are managed by Hampshire Local Authority.

#### **Fees**

Fees are calculated over 51 weeks and divided by 12 to achieve your monthly payments. Depending on where Christmas falls, the nursery usually closes between Christmas and the

New Year. Charges are made for Bank/Public/National Holidays and 2 x INSET days (unless they fall on an EYE funded session of a funded child).

Nursery fees are due in advance, on the first working day of each month. Payment may be made via Standing Order, cheque, Tax Free Childcare accounts or Childcare Vouchers. If paying by childcare vouchers, please ensure with your employer and voucher company that you are not in a credit situation at the end of your child's time with us as, due to tax and national insurance issues, we are unable to make any refunds.

Cash payments can only be made with prior agreement; no cash can be accepted without notice.

Fees are still charged at the normal rate in the event of unusual circumstances that result in nursery closure that are deemed beyond our control, for example: extreme weather conditions, flood, power failure or an outbreak of serious illness, epidemic affecting safe levels of staffing or if your child is unable to attend owing to family circumstances or illness. This is to ensure that the nursery can continue to run sufficiently.

In the event of extended closure beyond our control (eg Government/Public Health England enforced closure) full fees may be charged for up to one month of closure but for subsequent months a retainer fee of 30% will be chargeable to supplement salary costs. In the event that some families are permitted to continue to use the nursery (eg Key Workers), normal fee charges will apply to those families.

If full or part payment of a monthly invoice is outstanding, by the end of the current month, your child will be unable to attend the nursery until the fees are settled in full or an agreement is approved by the Resource Committee of the Governing Body. Where there is a waiting list, we reserve the right to terminate places for children with unpaid fees (without prior agreement) and we will allocate the place to another family. If you are in financial difficulty, please contact us before fees become overdue to enable us to consider a payment plan where possible.

In the event of a day closure due to staffing shortages the full day's fee will be refunded.

Grant funded places: Rotherly Day Nursery will endeavour to offer grant funded places where there is provision from central government. The offer of funded places will be reviewed at least annually by the committee of Resource Governors taking into account the operational and developmental running costs of the setting (business) balanced against funding received from central government and after any top slicing of funding by Hampshire County Council.

Following a review of the circumstances, the committee of Resource Governors may decide at any time to withdraw the offer of funded places to new applicants (or siblings of existing children in the nursery) who have yet to be offered a place under grant funding. In line with current guidance, the Nursery may restrict the availability of funded places which includes a limit on the number of funded places offered or, a limit on the hours offered. This is not an exhaustive list.

In accepting the offer of a funded place, parents do so with the knowledge of this policy and in the understanding that the offer will be reviewed annually which may result in the withdrawal (partial or complete) of funded places for new applicants including those with siblings already in the setting.

### **Collecting your child**

If your child is not collected by 11.30am, 1pm and 3.30pm, for sessional care, 5pm for full day care or 6pm (if parents have booked a twilight session), a charge of £5.00 per 5 minutes

(or part thereof) will be applied to your account. If your child has not been collected by 1 hour after the nursery session, and no contact has been made by you, and if nursery colleagues fail to make contact with any of the emergency contact numbers, we will report the situation to Children's Services in the first instance as well as Ofsted.

### **Changes to the placement**

Following the original offer letter, any changes to start dates, or notice to leave must be made in writing, with at least 8 weeks' notice. We will need 5 working days notice to cancel any twilight session. Changes and additions to the number of days required will be put on the waiting list and dealt with in priority and date order. If you wish to change the pattern of your child's attendance, you must complete a 'Change of Attendance Request' form. This can be found in the 'Statutory and other information' section on the nursery website. Changes of days will proceed from the 1<sup>st</sup> of the month. Changes of attendance are agreed once both nursery and parent/carer have signed the relevant forms. This updates the contract and Terms and Conditions with the nursery.

We will only be able to offer a refund for Twilight sessions (5pm to 6pm) booked and approved if we are able to backfill the space.

To secure the additional day/days a further deposit will be required which will be equal to a month's charge of the number of additional days requested.

We would like to be able to offer families the flexibility of additional days. If your child is already attending our nursery, you may be able to book up to three additional days in one calendar year where we have availability. Please do contact our nursery reception to discuss availability. Additional days are charged at the normal rate.

### **Variation**

We may vary these terms or the fees associated with your child's place at the nursery, at any time, on 30 days' written notice to you.

### **Waiting lists**

When all available places have been allocated, waiting lists will be operated by the nursery. Any places that become available will be offered to the child at the top of the list at that time and according to the criteria of the admission policy. The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list.