



Antingham & Southrepps Nursery Admissions & Charging Policy

Policy created by: Catherine Ogle, Autumn 2025
Review: Autumn 2026

Nursery Opening/Session Times:

	Mon	Tue	Wed	Thu	Fri
Morning Session	8.45am–12.00pm	8.45am–12.00pm	8.45am–12.00pm	8.45am–12.00pm	8.45am–12.00pm
Afternoon Session	12.00pm–3.15pm	12.00pm–3.15pm	12.00pm–3.15pm	12.00pm–3.15pm	12.00pm–3.15pm

Pricing

Morning Session £12.00
 Afternoon Session £12.00

If you are unable to pay our charges, please speak with the Headteacher to discuss the alternative options available.

Admissions

Pupils are admitted to the nursery class in the term following their third birthday without reference to ability or aptitude. As part of the registration process, parents/carers will be required to provide documentation to evidence their child’s date of birth. This is to confirm that they have reached the age for the free entitlement. A copy of the documentation will not be retained but may be requested at a later date.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child’s overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Parents may opt to send children to nursery from their child’s third birthday and either pay for the additional sessions or have funded places if they qualify for two-year old funding. Parents may pay for additional sessions beyond their funded 15 or 30 hours. Admission to the Nursery will not guarantee a place in the Reception class.

On weeks in which we are unable to offer a full week (e.g. May Bank Holiday), you are entitled to your full hours for that week and may take extra sessions that week if available. Please let the office know to check availability.

Early Education is offered within the national parameters:-

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Sessions are three hours long, but there is no obligation to attend for a full session and this does not affect the funded hours. Sessions are between 8.45 am to 12.00 pm and 12.00 pm to 3.15 pm, although there is an option to attend from 7.30am to 4.15pm using our Breakfast & After-School Clubs. However, children may not attend more than two sites in a single day.

These are charged as follows:-

Breakfast Club (7.30am - 8.30 am) – free of charge

After School Clubs until 4.00pm - £3.00

After School Club until 4.15pm - £3.00

Early Education is offered to families during school term time only. We work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

Over Subscription

Where applications exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit: -

1. Children living in the local parishes of Antingham, Southrepps, Thorpe Market, Northrepps, Overstand, Sidestrand and Trimmingham.
2. Children from other parishes with brothers and sisters already attending the school.
3. Where there are medical or other grounds for admitting the child.
4. Children from other parishes (on a first come basis established by reference to the receipt of application forms.)

Charging

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Additional sessions will be charged at the current session rate of £12.00 per session (3 hours) where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Deposit

No deposit will be charged to secure a place at this setting.

Charges

There are no charges for the following –

- Deposit to secure a place
- Retainer Fee
- Registration Fee
- Snacks

NOTE: Families to supply toiletries and personal care products if required.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the school office. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in January. Families will be given at least 6 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options with the school office.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

Families are able to supply their own meals and snacks if they wish. If you would like your child to have a hot lunch cooked on site this is charged at £2.45.

Payment

You will be invoiced, via Arbor at the end of each month and can pay via Arbor or through the school office. Please ensure you clear your balance before you get the next month's invoice. **Late payments will result in a £10.00 administration charge.** We will provide you with a statement at any time upon request.

Parents will be invoiced for additional charges through our Arbor payment service.

Late Pick-up

If you are running late, please contact the office (01263 833282) so we can arrange supervision of your child.

Persistent lateness will result in a £10.00 charge. We will provide you with a statement at any time upon request.

Inclusion

Please refer to our SEND Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will -

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

- monitor and review children’s progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child’s progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child’s development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the ‘SEN Local Offer’ in Norfolk. This is available on the Norfolk Community Directory and School Website to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

This Nursery Admission and Charging Policy is issued to all families as part of the registration process. It is also available on our website.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our website.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Headteacher.

Policies

All policies are available upon request.

The Charging & Remission Policy is issued to all families as part of the registration process. They are also available on our school website.

