

## Admissions/ Pricing/Absence Policy

At **Rothersthorpe Nursery Ltd** we care for **55** children between the ages of 3 months and 11 years. The number and age of children admitted comply with legal space requirements as set out in the Early Years Foundation Stage (EYFS). Admissions are carefully considered with regard to staff-to-child ratios and the available facilities.

### **Admissions Criteria:**

The nursery will use the following admission criteria which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
1. A vulnerable child with either a Child Protection or a Child in Need Plan or, or in receipt of other local authority support
2. Children who have siblings already attending the nursery.
3. Children whose parents or carers live within the local area.

A child requiring a full-time place may be prioritised over those requesting a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list, and places are offered as they become available.

We are committed to promoting inclusion, diversity and equality, ensuring that all children have equal access to nursery places and services regardless of their gender, race, disability, religion or belief, or the sexual orientation of their parents.

Before a child begins attending the nursery, parents/carers are required to complete and sign both a registration form and a contract. These documents collect essential personal information about the child, such as their name, date of birth, home address, emergency contacts, parental/carer responsibilities and contact details, dietary needs, collection arrangements, session details and fees. Additional information includes the child's doctor and health visitor details, known allergies, parental/carer consents, and vaccination history.

### **Early Years Entitlements at Rothersthorpe Nursery Ltd**

At Rothersthorpe Nursery Ltd, we provide government-funded early years entitlements in accordance with statutory guidance issued by the Department for Education.

We are committed to offering all eligible children a high-quality, consistent early education and an enriching experience. We offer funded attendance options in line with government guidelines. While we aim to support families wherever possible, funded sessions may be limited to specific times and days based on nursery availability and operational requirements.

To ensure the sustainability of our provision, we reserve the right to allocate or limit funded session times in line with the operational needs of the nursery.

Our environment is designed to nurture every child's development and well-being, giving them the best possible start to their learning journey.

We currently provide 40 funded places (subject to availability). These are allocated on a first-come, first-served basis and can be booked a month in advance.

Funded admissions follow a termly intake schedule. Funding blocks are not school terms, children become eligible the funding block **after** they become age eligible

This is the funding block after they turn 9 months.

### **Nursery place Reservation:**

To reserve a place for your child, you will need to complete the registration forms and return it to the nursery with a non-refundable registration fee of £50 to cover the administration cost **We can only reserve a place for 4 weeks. If the child's start date is beyond 4 weeks, an advance payment of 4 weeks' fees is required; this will be offset against the first month's invoice. If the child does not start as agreed, this fee is non-refundable.** Parents/carers accessing funded hours only are exempt from the registration and advance payment

but must provide proof of address (e.g., utility bill), the child's birth certificate, and sign the funding form before starting.

**For the Out of School Club and Holiday Club, a non-refundable £30 registration administration fee is required.**

Parents/cares will be offered a place, confirmed in writing, if a suitable vacancy is available. If a place is required at a future date, the child's name will be added to the waiting list and when a vacancy occurs, it will be offered to the first child on the list to whom it is applicable. Minimum attendance: **two sessions per week (AM, PM, or full day).**

#### **Fees/Invoices/termination:**

- Fees must be paid for a month in advance via BACS system directly into the nursery business account.
- If you wish to pay fees with cash please discuss with management and always obtain a receipt.
- **All booked sessions must be paid for, regardless of absence (holiday/sickness).**
- **Extra sessions must be paid in advance and cannot replace regular sessions.**
- Fees not paid by the due date will incur a penalty of £15.00.\*
- **Late pick-up charges: £10 for the first 5 minutes, then £10 per 10 minutes thereafter. \***
- **If you wish to withdraw your child from the nursery or reduce your child's session, one month's written notice is required. If notice is not provided, payment in lieu of notice will be charged. Please note that funded hours are also included within the notice period. Failure to provide the required notice may prevent us from claiming funding if your child does not attend, and you will therefore be invoiced for those funded hours.**
- We accept 'employees' voucher scheme. If you wish to set up childcare voucher payment you will need our Ofsted registration number which is EY314576
- Nursery fees are reviewed annually to ensure we continue to provide a high-quality and affordable service for all our families.

**\*This will be a management decision, as any eventuality can occur, this charge will be added to the following months invoice.**

#### **Nursery Closures and Fees Policy:**

In the event of extreme weather conditions, the nursery may need to close. While fees are non-refundable in such circumstances, alternative sessions will be offered where availability allows. Please check local radio announcements or contact the nursery via email to confirm any closures.

The nursery will be closed on all UK Bank Holidays and will close at 4:00pm on Christmas Eve. Sessions that fall during these closure periods are not transferable.

Should the nursery be required to close due to circumstances beyond our control—or if, in our reasonable judgement, closure is necessary in the best interest of the children—we reserve the right to do so. Please note that business interruption insurance does not cover such closures. In these instances, a retainer fee of 25% of your regular monthly charge will be applied. This enables us to retain your child's place and support ongoing essential overhead costs. Examples of such closures may include, but are not limited to, severe weather events, outbreaks of flu, swine flu, COVID-19, or other epidemics or pandemics.

Nursery fees are reviewed annually to ensure we are providing a high-quality affordable service for all our families.

#### **Absence Policy for Funded Children**

At our setting, we support WNC's belief that **good attendance habits developed in the early years are essential for promoting future school attendance, wellbeing, and safeguarding**. Regular attendance also ensures that children gain the full benefit of their early education experience.

We ask that parents/carers inform us **in writing or by phone** about any absences. We have procedures in place for following up with parents/carers to confirm the reason for any unexplained absences, in line with our safeguarding responsibilities.

In line with the WNC Provider Agreement, we have the following policy regarding long-term absences for funded children:

- A **maximum of 10 working days' single absence** is permitted.
- A **maximum of 30 working days' absence** is allowed across the child's funding year (excluding bank holidays and religious/cultural festivals). Parents will inform the Early Education and Childcare Provider of any absence.
- If a child is absent for **more than 10 consecutive working days**, and the absence is not related to long-term sickness, the nursery **cannot claim funding** for those additional days.
- In such cases, **parents/carers will be liable to pay the full cost** of the funded hours for any days beyond the 10-day limit.

Please inform the nursery in advance of any planned absences.

### **Opening Times/Sessions/Fees**

#### **Session options from April 2025:**

- 8:00am - 6:00pm
- 8:00am - 1:00pm
- 1:00pm - 6:00pm
- 8:00am - 3.30pm
- 9:00am - 3:30pm (Pre-School children only)

#### **Additional Fees:**

- Hourly rate - £9.00 (non-regular extra hours)
- Breakfast Club (8:00am – 9:00am, including breakfast): £5.50
- Out of School Club (3:30pm – 6:00pm, including tea): £15.00
- Holiday Club (School holidays 8:00am – 6:00pm, including meals): £45.00

**Any hours your child attends outside of the funded hours will be charged at £9.00 per hour.**

#### **Early Years funding sessions can only be claimed during the following times:**

- 9:00am - 5:00pm
- 9:00am - 3:00pm
- 9:00am - 1:00pm
- 1:00pm - 5:00pm

Please note that additional services—such as extra hours and meals—are charged separately. A discretionary enhancement charge is applied to cover the cost of supplementary activities and consumables that support and enrich your child's experience at the nursery. If parents choose to opt out of the charge, then suitable alternative EYFS provision will be provided for the child.

A charge of £0.50 per funded hour is applied to help cover the cost of consumables associated with funded hours. This is calculated weekly and included in your invoice.

- Weekly cost of £5.50 for children receiving 11 hours of funding per week
- Weekly cost of £11.00 for children receiving 22 hours of funding per week

- Weekly cost of £7.50 for children receiving 15 hours of funding per week
- Weekly cost of £15.00 for children receiving 30 hours of funding per week

**Breakdown the above charge:**

- £0.15: Care package (sun cream, emergency medicines, spare clothes, spare nappies and wipes, nursery bag)
- £0.23: Celebrations (Leavers party, Christmas gift, lunch, present, Easter, Fathers/Mother's Day, etc.)
- £0.12: Special activities (gardening, yoga, baking, walks)

**Meal Options:**

At Rothersthorpe Nursery Ltd, we aim to offer all children a high-quality and inclusive experience. To support this, families are asked to select one of the following options regarding meals and consumables:

**There are two options with respect to the provision of food and meals.**

**Option 1:**

**Meals to be brought in for your child in accordance with our food guidelines (see below).** Milk is provided in the morning and afternoon session. Fresh water is available in the room all the time for children to help themselves.

- Meals must be brought in daily and labelled with the child's name and contents.
- These will not be heated or refrigerated and must be stored in a thermo-insulated lunch bag with an ice pack so that they are kept cooler for longer.
- All leftover food and packaging will be sent home for cleaning.
- Rothersthorpe Nursery Ltd is not responsible for food safety, including spoiled dairy, meat, or other perishable items.

**Option 2:**

**Balanced, nutritious meals are provided daily by the Nursery at an additional small charge. We have a 5-star rating from environmental health.**

- Healthy snack at 9.15am: £1.00 charge.
- Two-Course lunch at 12pm: £3.00 charge.
- Two-Course tea at 3pm: £1.50 charge.
- Free light snack at 5pm

These are added as additional charges:

**Food Guidelines for Packed Lunches:**

If you choose **Option 1**, all food provided by parents must follow these strict guidelines:

- **Prohibited Items:** No nuts, egg, celery, wheat, sausage, added salt, juice, popcorn, marshmallows, peanut butter, chocolates, sweets, or any other restricted items.
- **Food Safety:** Meals must be ready-to-eat; we will not heat or refrigerate food; food must be stored in a thermo-insulated lunch bag with an ice pack so that they are kept cooler for longer.

- **Portioning & Safety:** All food must be cut into appropriate bite-sized pieces for safe eating (Example: grapes cut in quarters).
- **Storage & Cleaning:** All packaging and uneaten food will be returned home at the end of the day.

Rothersthorpe Nursery Ltd is not responsible for food safety, including spoiled dairy, meat, or other perishable items. **If these guidelines are not followed, we reserve the right to refuse the meal.** Please indicate your choice on the registration form and parent’s agreement.

### Meal and Consumables Agreement

**Option 1** – *Home-Provided Food and Consumables*  
I choose to provide all food for my child in line with the nursery’s food policy. I understand that Rothersthorpe Nursery Ltd is not responsible for food storage, preparation, or safety, including issues related to spoilage or allergens.

**Option 2** – *Nursery-Provided Meals and Consumables*  
I agree to pay the additional charge for the provision of snacks, lunch, tea, and consumables supplied by the nursery to support my child’s daily needs.

### Funded Early Education and Childcare 9-month 2-, 3- and 4-year-olds

- 9-month-old those eligible to working entitlement funding are entitled to a maximum 570 hours a year. (This will be extended to 22 Hours/1140 per year from September 2025)
- 2-years-old for families who are receiving some additional forms of government support (previously known as disadvantaged entitlements) are entitled to a maximum 570 hours a year.
- 2-years -old those eligible to working entitlement funding are entitled to a maximum 570 hours a year. (This will be extended to 22 Hours/ 1140 per year from September 2025)
- All 3- and 4-year-old children are entitled to a maximum of 570 hours a year. 22 or 30 hours eligible 3- and 4-year-olds are entitled to 570 universal hours and 570 extended Entitlement (1140 hours in total a year).

Funded Early Education and Childcare is split across 3 funding blocks, Spring, Summer, and Autumn. Funding blocks are not school terms, children become eligible the funding block after they become age eligible. This is the funding block after they turn 9 months, 2 years and 3 years old.

They can attend:

- A maximum of 22 hours per week
- A maximum of 10 hours in a single day
- A maximum of two Early Years Providers in one day

**\*As we are 51-week nursery we only offer 8 term time places for pre-school children and we request parents to do minimum 2 sessions (10 hours) per week in holidays for children claiming funding term time only. This is not a condition to get a place for funded hours.** Eligibility for extended funded can be checked on the link below: <https://childcare-support.tax.service.gov.uk/>

**Rothersthorpe nursery will only be offering funded childcare over 51 weeks to under 3 years old children.**

. For your child to be eligible for the funding please refer to table below

A child born between:	Will be eligible for a funded place after they become age eligible:
1 <sup>st</sup> April to 31 <sup>st</sup> August (inclusive)	The start of the Autumn Term until statutory school age
1 <sup>st</sup> September to 31 <sup>st</sup> December (inclusive)	The start of the Spring Term until statutory school age

1 <sup>st</sup> January to 31 <sup>st</sup> March (inclusive)	The start of the Summer Term until statutory school age
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\*2 years old who are eligible the Disadvantaged entitlement are entitled to a maximum 570 hours a year.

Parents/carers can now check their eligibility by using link [Funded early education for over 9 months up to 2 year olds | West Northamptonshire Council](#).

### Funding information for childcare providers

**When a child is eligible to receive the funded entitlement, the parent will need to complete a parental contract form. Once completed, the data is sent to WNC to be processed and cannot be altered until the following term.**

#### Parent/Carer Contract Declaration

- I accept and understand the following points: I am NOT able to change my child's funded place during the funding block without giving the Early Education and Childcare Provider full notice as detailed in their Admissions Policy up to a maximum of 4 weeks. I understand that if I do, the funding available for my new Early Education and Childcare Provider may be affected.
- I am unable to claim more than the maximum hours available for each funding block and this has been explained to me by my Early Education and Childcare Provider.
- I understand that if my child who may be either 9 months or 2-year-old receiving working entitlements, is no longer eligible after the grace period I will not be eligible for funded working entitlements and therefore would need to pay for you childcare cost directly to the provider.
- If my eligibility for 9 months to 4-year-old working family entitlements, funded place ends, I will continue to receive funding for the 'grace period' at this Early Education and Childcare Provider only. After which I will only be entitled to Universal funded entitlement.
- I should not be charged for the funded hours in advance or be expected to pay any top up fees for my child's funded place.
- I have seen, agreed and signed a contract with my Early Education and Childcare Provider that details any additional costs I may be charged.
- I agree that the information I have provided will be shared with Early Education and Childcare Team, other local authorities if required, Early Education and Childcare Providers and the Department for Education who will access information from other government departments to confirm my child's eligibility and enable the named Early Education and Childcare Provider to claim funding.
- I agree that this Parent/Carer Contract must be signed at the beginning of each Funding Block to confirm the information correct. If the information has changed a new Parent/Carer Contract must be completed and signed by my Early Education and Childcare Provider.
- I confirm that my child will use the hours I have signed for on this Parent/Carer Contract. I understand that I am able to claim maximum 10 working days single absence and I am only able to claim a maximum of 30 days absence in my child's funded year and I will inform my Early Education and Childcare Provider of any absence.
- I understand that any false or incorrect information could lead to the funding for my child being removed.
- I confirm that the details I have given on this Parent/Carer Contract are correct to the best of my knowledge.

- I agree if the nursery is unable to claim funding due to issues like (eg parents update the code in the grace period which will create new code and new dates) this will result in nursery not being able to claim the funding for that term. The parents will be invoiced for any hours not paid for funding, and failure to pay this would result in your child's place being cancelled.
- If you have any questions about these terms and conditions, please contact us within 24 hours via an email.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>17<sup>th</sup> June 2025</i>	<i>Rita Bhargava</i>	<i>1<sup>st</sup> February 2026</i>