

4.1 Admission, Attendance and Payment of Fees policy

Perins pre-school aims to be accessible to children and families from all sections of the local community. It aims also to ensure that all sections of the local community have access to the facilities and services offered through open, fair, and clearly communicated procedures. Regular consultation with families ensures that a broad range of family needs are accommodated.

Perins Pre-School operates in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English. Children and/or parents with disabilities are supported to take full part in all activities.

Aims of the Policy

The aim of this policy is to make clear:

- the opening hours and the session options available to families.
- the process for securing a funded place at Perins Pre-School.
- the fees and charges applicable.

Capacity of the Facilities

Perins Pre-school operates from one building on the grounds of Sunhill Junior School which is a part of Vita Multi Academy Trust. Perins Pre-School offers care and education from 2 years to 4 years 11 months.

Opening Times & Sessions

Perins Pre-School is open from 8 am to 6 pm Monday to Friday and places are available on a full-time or part-time sessional basis. It is open 50 weeks per year, closed only on Bank Holidays, for seven working days over the Christmas and New Year period and for three INSET days for staff training and development.

Admissions

A waiting list is kept and is compiled on a first come first served basis and places are offered as vacancies arise. In the pre-school all places are for 50 weeks except for children of the staff of Vita Multi Academy Trust who are offered a 38-week contract.

Children can start their education at any time during the year but must give 4 weeks' notice in writing should they wish to terminate their placement at Perins Pre-School.

Parents are expected to pay for their child's place regardless of illness or holiday. We will claim the funding for funded children for these days. Where possible children will be offered an alternative session.

In event of an unexpected closure, due to circumstances outside of our control, parents will not be entitled to a refund.

Staff at Vita Multi Academy Trust

Staff who are employed by Vita Multi Academy Trust are entitled to a 20% discount in childcare fees, as well as the option of having a term-time only place in the Pre-school.

Fees and Charges

Standard Fees

The standard fees for sessions at Perins Pre-School are set out below:

Morning session	8.00 am to 1.00 pm	£45
Afternoon session	1.00 pm to 6.00 pm	£45
Full day	8.00 am to 6.00 pm	£782
Hot Lunch	12 noon to 1.00pm	£3.75

Note: There is also a £50 refundable registration for children entering the pre-school and are non-funded.

We issue monthly invoices in advance (the second Friday of the month) which must be paid by the 1st of the preceding month.

Early Years Funding

All two and three-year-olds are entitled to fifteen hours of Early Years Education funding per week up to 570 hours a year from the term after their third birthday, known as universal funding. These hours can be used in term time only.

Availability of EYE funding

Your child's date of birth	Availability of Free Early Education Entitlement funding from the Government
Children born between Sept 1st -Dec 31	Funding starts the following January
Children born between Jan 1st -March 31st	Funding starts the following April
Children born between April 1st -Aug 31st	Funding starts the following September

Parents are required to complete a Parent Declaration form to agree the number of funded hours being claimed. These hours may be shared between more than one childcare provider.

Some three-year-olds may be entitled to thirty hours of Early Education Funding during term-time if they have working parents. This is known as extended funding. Parents can see the eligibility criteria at:

Parents wishing to make use of this offer will need to provide a 30-hour eligibility code once they have registered via the HMRC website. The funding codes must be in place the term before the funding is due to commence and renewed before the grace period expires. Parents will also need to supply their National Insurance Numbers to enable us to access the extended funding. Parents will receive emails from HMRC to reconfirm their eligibility to claim 30-hours funding. If codes are not confirmed before the end of the grace period, the 30-hours funding code will not be able to be used for the following term. An eligibility code is also required for children claiming the working families two-year-old funding.

Availability of extended funding

A valid successful 30-hour application made between:	Earliest date the entitlement can be claimed:
1 January - 31 March	1 April
1 April - 31 August	1 September
1 September - 31 December	1 January

The term time dates covered by the funding comprise Hampshire County Council Council's published term dates 1st September to 31st August, see <https://www.hants.gov.uk/educationandlearning/schoolholidays>.

The funding periods are as followed.

- Autumn Term - the 1st of September to 31st of December
- Spring Term - the 1st of January to 31st of March.
- Summer Term - the 1st of April to 31st of August

The purpose of government funding is to provide high-quality, flexible early education and childcare. The government guidelines state that funding should not be used for consumables (such as food and materials) or additional services (including enrichment opportunities) and that it is appropriate for providers to charge for these – see the DfE publication, Early Education and Childcare Statutory Guidance for Local Authorities – March 2018.

Perins pre-school offers government funded early education places in line with current regulations. We operate a voluntary donation model:

- Donation fee is entirely optional and there is no obligation to pay the fee
- No child will be treated differently and not paying the donation fee will not affect your child's place or the quality of care and education they receive.

Perins Pre-School is committed to providing a safe, inclusive and nurturing environment for all children.

Attendance

- If a child is unable to attend, parents/carers must inform the pre-school as soon as possible on the first day of absence
- If a child has not arrived at pre-school by 10 am or 1 hour after the start of their afternoon session, the parents will be called to ensure the child is safe and healthy. If parents are not contactable, then the further emergency contacts will be used to ensure all parties are safe
- Although early years education is not compulsory, we would appreciate that all children will attend unless the manager on duty has already been informed of any absences such as holidays.

- We endeavour to be as flexible as possible should parents/carers wish to change hours, but when demand is high, we may not be able to do this immediately.
- We require 1 months written notice if a parent/carer wishes to cancel their child's place.

Payment of fees

- Invoices are sent one month in advance and fees must be paid by the due date stated on the invoice. Late payments will be charged and additional £5.00 per day.
- Fees are payable for all sessions booked, even if sessions are missed due to illness or for other reasons.
- Fees can be paid in cash, by cheque, or by BACS payment. Fees can also be paid using childcare vouchers schemes and the tax-free childcare scheme. Cheques are made payable to Perins Community and must be handed in and checked at the finance office where a receipt will be issued.

Late payment and non-payment of fees

- All parents/carers are expected to assist in the smooth running of the pre-school by paying promptly in accordance with the terms and conditions
- Fees must be paid by the 1st of the preceding month. Reminders will be sent for payment of fees. If fees continue to remain outstanding, a second reminder is sent out. If payment is still not received, then we give a final warning and we may withdraw the place.
- As a considerate organisation, we appreciate that occasionally, unforeseen circumstances may occur that result in late payment of fees. We are committed to resolving payment issues promptly with parents/carers. An appropriate payment plan may be agreed upon. Confidentially is always assured.

This policy was adopted on	20 th April 2026
Date to be reviewed	20 th April 2027
Signed on behalf of the provider	Michelle Osman
Role of signatory (e.g. chair, director or owner)	Pre-School Manager