



Sawston Childcare Limited

Admissions Procedure and Payment Terms

Sawston Childcare Ltd, a charitable organisation, was established to operate Sawston Nursery to provide quality childcare. Childcare is offered to the families within the villages of Sawston and Pampisford. Places are also offered to families whose parents work in Sawston and where available spaces are available, residents from the surrounding villages of South Cambridgeshire may be considered for a place.

The primary objective of Sawston Childcare Ltd, consequently Sawston Nursery is to provide care and education to children from the age of 3 months, until they are eligible to start school. Sawston Nursery's admission policy will not discriminate against any child on the grounds of gender, race, disability, religion, belief, or any other factors/bias in determining suitability of a place in the Nursery.

Sawston Nursery Placement Process

Prospective parents interested in enrolling their child, will have the opportunity to make an appointment to visit and have a tour of the nursery, prior to proceeding with an application.

Any place offered to a child will be at the discretion of the Head of Nursery or the Deputy Head in their absence.

In instances where placements for specific rooms are oversubscribed, Sawston Nursery offers an internal and external waiting list process for all families.

The Nursery offers full day sessions from 8.00am - 6.00pm, Monday to Friday for 51 weeks of the year.

The Nursery will be closed during the Christmas/New Year period for one week.

Sawston Nursery will require 4 weeks' written notification of any changes or amendments to their written contract requirements in line with the Nursery contractual terms and conditions. Changes cannot be guaranteed, but every effort will be made to accommodate them. An administration fee will be applied at the time of application (further details below)

Pre-Admissions of new children

If an increase to day sessions is required, an amended contract will be issued and an increase in the deposit amount will be requested. In the event of a deduction of sessions, an amended contract will be issued and a refund with regards to the deposit amount will be deducted from your 1st invoice. Changes cannot be made less than 4 weeks from the contracted start date.



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In year admissions: changes to sessions

In the event that an increase or decrease to your agreed contracted day session/s is required, a minimum of 4 weeks/1 month notice period of any proposed changes is needed. On confirmation that changes can be accommodated, a £50 administration fee will be applied which should be paid within two weeks of receiving the amended contract. If you request a decrease in sessions, the £50 administration fee will be applied. However, a refund of your deposit will be added to the following months invoice. (Please note Sawston Nursery hold a refundable deposit of two weeks' fees at the time of admission, which will be updated to reflect current contractual bookings, please see below).

Registration and Waiting List Process

Pre-Admissions of new children

To be considered for a place at Sawston Nursery, a **non-refundable** administration fee of £75 and a completed registration form should be submitted to Sawston Nursery to secure your place on the waiting list. Email confirmation will be sent to acknowledge the child's place on the waiting list upon receipt of the registration form and payment.

Prioritisation for the allocation of places for children on the waiting list is as follows:

- 1) Children of staff who currently attend the Nursery, or families who are on our internal waiting list for changes of sessions.
- 2) Siblings of children currently attending the Nursery (To ensure families have access to continuity of care).
- 3) Date of inclusion on the waiting list for any new family.

NOTE: If the situation arises where two children have been registered onto the waiting list on the same date, any family who are Sawston or Pampisford residents would be given priority followed by families living and/or working in Sawston or Pampisford, vs other surrounding villages in South Cambridgeshire.

NOTE: Siblings are defined as: A child already attending the Nursery at the time another child of the same family joins the Nursery.

Consideration will be given to any day sessions requested by families, as a means to filling any available spaces in the Nursery at the earliest opportunity.

Parents on the waiting list will be offered spaces as they become available. If this offer is declined, the space will be offered to the next suitable family/child on the waiting list.

Sawston Nursery aims to operate at full capacity in all classrooms.



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The process of securing a place when offered

On securing a placement at Sawston Nursery, parents are asked to pay a **refundable** deposit of two weeks' full fees (which does not include the Nursery government funding) when a place has been offered in line with the terms of the contract. This amount will be offset against the child's last month's invoice when the child leaves Sawston Nursery per terms and conditions of the contract (4 weeks/one month's notice has been given). Please note that any contractual changes made, will affect the deposit amount. Therefore, the deposit will be amended on each revised contract, which will be charged or reimbursed accordingly.

Once a place has been offered and contract/paperwork has been issued, parents have 14 days in which to complete all necessary forms, sign/complete the issued contract, and return them to Sawston Nursery. Formal confirmation of a place will be given in writing (post/email) on completion of all administrative actions.

New Families

Our main admissions take place in **September**; however, there may be availability during the year for a child to start at a different point in the year.

Parents can choose to delay the start of their child or have a phased start, but the place must be paid for in full, from the offered **contracted** start date.

In the weeks preceding the contracted start date, your child's Room Leader will be in contact with parents to arrange 'settling in sessions' prior to the start date.

Fee structure

Sawston Childcare is a Registered "not for profit" Charity and fees are set at a level sufficient to cover the operating costs and maintenance of the Nursery. In instances where surplus funds are generated, these will be used to further enhance the service provided by the Nursery, as agreed by the Board of Trustees and the Head of Nursery.

Fees reflect the costs involved in the different staff ratios for the different age groups as laid down by OFSTED (the UK government regulatory charged with Standards in Education, Children's Services and Skills). There are two fee bands for Sawston Nursery:

- 0-2 years of age
- 2-5 years of age

Your child will receive the reduced fee rate for 2-5 years of age the month after their 2nd birthday. The table below is an illustration and provides transparency to the fee structure based on age and full day sessions per child per month.



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The Nursery's fees from 1 April 2024 will be as follows:

Fees from April 2024	Days attending the Nursery				
	1	2	3	4	5
	Monthly Rates				
	£	£	£	£	£
Aged under 2	385.54	771.07	1,156.61	1,542.15	1,734.92
Aged under 2 and receiving 9 month old funding (Sept 2024)	302.50	604.99	907.49	1,210.00	1,361.19
Aged over 2	353.77	707.54	1,061.32	1,415.09	1,591.98
Aged over 2 & Receiving 2-year-old funding (Universal)	277.58	555.16	832.73	1,110.30	1,249.09
Aged over 3, Receiving NEF Grant (Universal)	217.71	435.42	673.53	1027.30	1242.97
Aged over 3, Receiving NEF Grant (Extended)	217.71	435.42	653.12	870.82	979.68

Summary - (UK Government Funded Hours Scheme)

Childcare Support is a UK government scheme to provide eligible families 15 or 30 hours funded childcare (over 38 weeks) within eligible early years settings. Further information can be found here:

<https://www.childcarechoices.gov.uk/>

The Scheme has expanded in April 2024 to include children who are 2 years of age, in addition to children of 3 to 4 years of age (Further information below).

As the nursery operates 51 weeks per year, funding provided through these schemes can be utilised. This will result in reduced funding per child per week (15 hours or 30 hours if entitled) to cover the Nursery operating over 51 weeks per year.

Note: To ensure utility at Sawston Nursery, any government funding through these schemes can be shared with any other early years setting (For example: pre-school, child minder etc.) Families where children attend more than one early year setting are asked to communicate with both settings about sharing the agreed funded hours.



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Additional Fee / Fee Structure Information

- If two or more siblings attend the nursery, a 10% sibling discount is provided to the eldest eligible child. Once the eldest child becomes eligible to receive 'funded hours' from the government, the discount will cease. This is discretionary and is reviewed by the board of trustees of Sawston Nursery on an annual basis.
- A 10% discount is provided to any child attending the nursery for 5 full day sessions per week. This is discretionary and is reviewed by the board of trustees of Sawston Nursery on an annual basis.

Our fee structure is calculated over the calendar year irrespective of Bank Holidays and the Christmas/New Year period when the nursery is closed.

- There is no reduction of fees when children are on holiday or absent due to illness.
- All fee payments should be made in full (per issued invoice) by the 1st of the calendar month.
- Fees are paid on a monthly basis, 1 month in advance.
(For example: payment of fees for the month of April should be made prior to 31st of March).
- Fee payment is required via a direct bank transfer or standing order (account payment details will be provided in person to ensure security from fraud)
- If payment has not been received by the 10th of the month, as per the terms and conditions of the contract, we reserve the right to exclude a child for any session other than funded hours provided by the government. Interest may be applied each day equivalent to The Bank of England's base rate + 5%, until the fees are paid to clear any outstanding balance owed to the Nursery.

We recognise that parents may be in receipt of childcare vouchers or other workplace benefits, which may not come through by 1st of the month. Please make the Head of Nursery (tina.spencer@sawstonnursery.org) aware of any difficulties in paying the fees by the 1st of each month.

It is the parent's responsibility to keep the Nursery informed of any changes to contact details and personal circumstances.

Nursery Funding will only apply to contracted sessions. Please note that any extra sessions booked will be invoiced at the full amount.

Childcare Support (UK Government Funded Hours Scheme)



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Sawston Nursery is open for 51 weeks of the year; Any funded hours entitlement utilised at Sawston nursery are spread over this period versus 38 weeks per year of the Childcare Support Scheme.

- Funded hours for 2-year-olds are calculated across the year, and 3- and 4-year-old funding is capped at 4hrs per day per child at Sawston Nursery.
- Funded hours are capped at 11.4hrs (15hrs universal entitlement) or 20hrs (30hrs extended entitlement) for 3- and 4-year-olds, per week, per child at Sawston Nursery.
- Funding is only available for eligible 2-year-olds and 3-year-olds the term after your child's birthday per the government policy (table below):

Children born on or between	Eligible Funding Term Start date from
1 January - 31 March	Spring Term (From 1 st April)
1 April - 31 August	Autum Term (From 1 st September)
1 September - 31 December	Winter Term (From 1 st January)

Funding Choices for 2 years olds as of April 2024

Please review the Childcare Choices website to view the provisions available to families <https://www.childcarechoices.gov.uk/>

Funded hours (15hrs for 2-year-old children). This has been implemented by the UK government from 1st April 2024. Children will be eligible for this funding from the term after their second birthday.

*For example: Child 'A' turns 2 years old on the 18th of May 2024; they will be eligible to apply for funded hours and have them utilised in the Autum Term (from 1st September).
For example: Child 'B' turns 2 years old on the 10th of February 2024; they will be eligible to apply for funded hours and have them utilised in the Spring term (from 1st April)*

Please be aware that if we do not receive your eligibility code the month prior to the 'eligible funding term start date' (per table above) you will be invoiced, in full, for the sessions your child attends at Sawston Nursery. You consequently may not be able to utilise the 'eligibility code' until the following term. Please note it is the parents' responsibility to keep your eligibility code up to date on the government website as requested by HMRC.



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Funding choices for 3- to 4-year-olds

Funded hours (15hrs or 30hrs/week) for 3- and 4-years old children (known as universal and extended entitlement) remains in place and is offered by the government. These hours are available the term after your child's third birthday.

For example: Child 'A' turns 3 years old on the 18th May 2024; they will be eligible to apply for funded hours and have them utilised in the Autumn Term (from 1st September).

For example: Child 'B' turns 3 years old on the 10th of February 2024; they will be eligible to apply for funded hours and have them utilised in the Spring term (from 1st April)

Please review the government link below to check your eligibility and the process in applying and generating an 'eligibility code'.

<https://www.gov.uk/get-childcare>

Example: If your child is attending nursery 5 days per week you may be entitled to claim 11.4 Universal funding, and furthermore claim 8.6 hours from the extended entitlement based on your personal circumstance.

Please be aware that if we do not receive your eligibility code the month prior to the 'eligible funding Term start date' (per table above) you will be invoiced, in full, for the sessions your child attends at Sawston Nursery. You consequently may not be able to utilise the 'eligibility code' until the following term.

You may be entitled to Tax Free Childcare to help with childcare costs. To find out about all the government's childcare offers visit:

[Childcare Choices website](#)

Additional extra full day sessions

From time to time, there may be additional full day sessions available (non-permanent) across rooms in the Nursery.

A parent may request in advance to be considered for available sessions by email where a form registering interest can be completed, or via email. When a session becomes available parents will be notified on a first come first serve basis. Cancelling of agreed additional sessions less than 48 hours before will still result in an invoice being issued.

Please note that payments for extra sessions are required to be paid in full by end of business Friday of the week of the booked session.

This policy was updated on	Signed on behalf of the nursery	Date for review
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29 th February 2024	<i>Tina Spencer</i>	1 st February 2025
15 th April 2024	<i>Tina Spencer</i>	15 th April 2025
9 th July 2024	<i>Tina Spencer</i>	9 th July 2025