

*“A cord of three strands is not easily broken”
Ecclesiastes 4:12*



Weeting Primary School **Admissions and Charging Policy**



Persons Responsible: Dr Jacqui Hardie, Headteacher

Date of Policy: July 2026
Next Review Due: July 2027

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Weeting Primary School offers Funded Early Education hours to families who meet certain national criteria in our Acorn class. This entitlement is Government funded and is intended to deliver 15 or 30 hours a week (to a maximum per year) of free, high-quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Weeting’s Acorn Class offers:

- 3 and 4 year old universal hours. This entitlement is available to eligible children the term after they turn 3.
- Working Parent child-care hours. From 1st April 2024, this entitlement was made available to some 2 year olds.
- Working Parent extended child-care hours for 3 and 4 year olds.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours.

Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

We also accept children who are not eligible for funding, on an half termly invoice basis.

Acorn Session Times

Morning Session: 9:00am – 12:00pm

Afternoon Session: 12:00pm – 3:00pm

Lunch is between 12:00pm and 1:00pm. Parents/carers to provide a healthy packed lunch.

Nursery runs in term time only for 38 weeks of the year.

Nursery Provision

Time	Number of claimable hours	Charges if in addition to funded hours or not eligible for funded hours.
Morning Session 9:00am – 12:00pm	3	3/4 year olds £5.78 per hour (£17.34 per session) 2 year olds £7.72 per hour (£23.16 per session)
Afternoon Session 12:00pm – 3:00pm	3	3/4 year olds £5.78 per hour (£17.34 per session) 2 year olds £7.72 per hour (£23.16 per session)

Full Day		3/4 year olds £5.78 per hour (£34.68 per day)
9:00am – 3:00pm	6	2 year olds £7.72 per hour (£46.32 per day)

Funded hours can be claimed:

- Monday – maximum hours = 6 (9.00am-3.00pm)
- Tuesday – maximum hours = 6 (9.00am-3.00pm)
- Wednesday – maximum hours = 6 (9.00am-3.00pm)
- Thursday – maximum hours = 6 (9.00am-3.00pm)
- Friday – maximum hours = 6 (9.00am-3.00pm)

There are 5 fully funded places for families, these sessions are available:

- Monday – maximum hours = 6 (9.00am-3.00pm)
- Tuesday – maximum hours = 6 (9.00am-3.00pm)
- Wednesday – maximum hours = 6 (9.00am-3.00pm)
- Thursday – maximum hours = 6 (9.00am-3.00pm)
- Friday – maximum hours = 6 (9.00am-3.00pm)

These places are limited and will be offered to families who are unable to pay the consumable charges and are:

- Receiving some form of government help

Funded places in our Nursery are offered in the following combinations:

- 15 hours per week; 5 morning sessions
- 15 hours per week; 5 afternoon sessions
- 15 hours per week; a combination of morning and afternoon sessions
- 15 hours per week; 2 Full Days and 1 morning or afternoon session
- 15 hours per week; 1 Full Day and a combination of morning and afternoon sessions
- Up to 30 hours per week for eligible working families; maximum 5 morning and 5 afternoon sessions
- Funding cannot be claimed during our lunch period. Lunch is not provided, and a packed lunch will need to be supplied by parent/carers.
- For children who may not be ready for 15 hours, where we have capacity, we can offer shorter weeks.

Acorn Transition

Once a place has been offered, and accepted in writing, families will be advised of their child's two settling in sessions as part of the admissions process, along with the welcome pack and admission form.

The two taster sessions will not be charged for, and their start date will be their first session after the taster sessions.

Shared Childcare Provision

To ensure a smooth transition for a 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 funding claim to a new setting.

Funding Actions Required by parents/carers

Proof of Eligibility

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 they have reached the eligible age for the free entitlements. A copy of the document will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Funded Offer Eligibility

Once a place has been offered, families **must** present to the school a copy of the email message received following completion of the online check. This email will confirm eligibility plus denote an 11-digit numerical NCC reference number. In order for us to carry out the required eligibility checks we also need parents' National Insurance numbers and dates of birth; a claim form will be issued as part of the registration process for you to complete.

Families accepting a 2 year old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3 and 4 year old funding universal entitlement or working parent entitlement.

It is the parents' responsibility to ensure that funding has been claimed during the correct time for NOT the School's.

Completion of the Parent/Carer Claim form is a mandatory process, each term. This has to be completed **in advance** in line with government and Local Authority deadlines.

Charging

Government funding is intended to cover the cost of delivering 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 entitlement place 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.

Additional hours including those not funded by the Local Authority will be charged at the current sessional rate. The current sessional rates are:

- £17.34 per 3-hour session for 3 /4 year old and
- £23.16 per 3-hour session for 2 year olds

A late collection fee will be charged when children are not collected on time at the end of their session. The fee for this is £5 for every 30 minutes after the end of the session time.

There are no charges for meals or snacks. Families must provide a healthy snack, drink and packed lunch for their child attending during the lunch period.

Families are required to supply personal care products – nappies, pull ups, baby wipes, nappy bags and any creams etc required.

Our fees are reviewed annually in June. 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 Jacqui Hardie, Headteacher.

All sessions are non-refundable.

Deposit, retainer and registration fees are **not** charged.

If you are unable to pay our charges, please speak with Jacqui Hardie, Headteacher, to discuss the alternative options available. The alternative options include:

- Waiving or reducing costs.
- Where criteria is met, attending fully funded sessions between 9.00 am -12.00pm or 12.00-3.00pm.

All families will be issued an invoice monthly in advance unless the balance equals zero. The payment term is within 10 days.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand any additional fees that have been applied.

A late payment fee will be charged when invoices are not paid within the payment terms of **three weeks** from the date of the invoice. A late payment charge of £10 per week will be applied for any outstanding payments after this time.

Acorn Admission and entry

Children will be admitted into Acorn class from the term after their 2nd birthday.

We admit children three times a year – at the start of the Autumn Term, Spring Term and Summer Term. Claims forms have to be completed in advance. We do not admit children mid term.

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 eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Wherever possible we will try to offer a child the requested sessions in Acorn Class. Sometimes we may be able to offer a place, but the exact sessions requested may not be available. If this is the case, we will inform families what we are able to offer. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

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

If there are no places available, a child's application will remain on file. Their name will be added to the waiting list and contacted when sessions become available.

Attendance

Short term absences from Acorn Class – for example sickness, medical appointments or family emergencies will not result in funding being withdrawn.

If a child's absence exceeds two weeks the school **MUST** inform the Local Authority, who will look at the reasons for absence, and decide if funding can still be claimed.

Although attendance is not statutory, there is an expectation that children will attend every week and regularly. In line with our whole school attendance expectations, any absences must be reported to school via the school office. Where no information is received by 9.30am, the school will make contact by telephone. If we are unable to make contact with you successfully, members of the school Safeguarding Team will carry out a welfare home visit check.

Notice Period

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 Weeting Primary School. 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).

Registering for a place in Acorn Class

Enquiries for availability can be made at the school office, in person, by phone (01842) 810587

or by emailing weeting@trinitypartnership.norfolk.sch.uk

Admissions

If there are no spaces available, children will be placed on a waiting list and places will be given on a first come first served.

Where a child has been entered onto the waiting list and they are not 2 years old they will not be considered until the term after their 2nd birthday. They will remain in the same place on the waiting list.

There is no minimum number of sessions restriction, however we would prefer children to attend the whole 15 or 30 hours where at all possible.

Please be aware that having a child educated within our school Nursery does not guarantee a place in the Reception class at our school. Reception admissions are administered by Norfolk County Council School Admissions.

Early Education is offered within the national parameters –

- No session to be longer than 10 hours;
- Not before 6.00am or after 8.00pm;
- A maximum of two sites in a single day.

The Admission and Charging Policy is issued to all families as part of the registration process. It is also available on the school website <http://weeting.demat.gov.uk>

We will work in partnership with parents, carers, childcare providers, the Diocese of Ely Multi Academy Trust, 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.

SEND/Inclusion Policy

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements 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 (2024) to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act (2010) and the Special Educational Needs and Disability Code of Practice (2015);
- 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 and 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 on our school website <https://weeting.demat.org.uk/send-and-inclusion> to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

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.

Please refer to the SEND/Inclusion Policy, available on our school website <http://weeting.demat.org.uk/send-and-inclusion> concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Complaints Policy

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our school website <http://weeting.demat.org.uk>

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 Jacqui Hardie, Headteacher.