



Admissions & Fees Policy

ADMISSIONS POLICY

The Playschool is open to every family in the community. We currently offer up to eighteen places each morning and afternoon Monday to Thursday and Friday mornings, with one intake in September for three and four year olds and intakes throughout the year for two and a half year olds. Tuesday and Thursday mornings are primarily for two and a half to three year olds. With regard to admissions, children who currently attend Playschool and who will continue to do so for the next year will be offered the opportunity to extend their sessions: up to a maximum of five sessions per week for children staying for one more year; a maximum of three sessions for those staying two more years or more if capacity allows. In years where the number of children currently attending exceeds the number of places available, we may have to reduce the availability. Please note that Free Early Education (FEE) allows a child to attend two settings. After those places are filled, individuals on the waiting list will then be considered. Thereafter, the following priorities are given:-

Three Year Olds

In the first instance places will be offered to children on the waiting list who are at least three years of age or whose third birthday falls within the first term (i.e. Autumn term). Within this group of children the following priorities will be given:-

- (a) Exceptional arrangements
 - i. Children in local authority care
 - ii. Children with a statement of special educational needs for whom Polesden Lacey Playschool is considered to be the most appropriate setting
 - iii. Medical reasons and other sensitive family circumstances
- (b) Children of staff working at Polesden Lacey Playschool
- (c) Siblings of children currently attending Playschool who will be remaining at the Playschool for the next academic year
- (d) Waiting list order and in years where we are oversubscribed, priority will be given to children who live in Bookham, Fetcham and Effingham on the waiting list



Two and a Half Year Olds Wishing to Attend Tuesday and Thursday Morning Sessions

Children will be allocated a place, in accordance with the priorities outlined in (a) - (d) above, as soon as they reach two and a half years of age and providing they are two and a half before the start of May half-term break. If they are two and a half after this date they will be placed on the waiting list for Cygnets intake the following September. Attending both sessions is preferable.

Allocation of Extra Days

Parents interested in taking extra sessions for their child are asked to put this in writing or send an email to the Admissions Officer. Should extra sessions become available they will be allocated at the discretion of the Playschool Supervisor and offered either to existing Playschool children or to children on the waiting list in line with the above Admissions Policy. The Playschool Supervisor is best placed and qualified to identify when a child would benefit from spending extra time at Playschool. Equally, when a parent requests an extra session the Playschool Supervisor will be able to judge whether it would be appropriate. Should it be considered that the child would not cope well or benefit, then this would be discussed with the parents.

Tuesday and Thursday Afternoon Sessions and All Day Sessions

Tuesday and Thursday afternoon sessions and all day sessions are tailored to be more appropriate for the older Playschool children (i.e. those starting school in the following September). Parents of these children will be encouraged to choose at least one afternoon session and, in a busy year, the following rules will apply:-

- (a) Where four sessions per week are required, at least one of these sessions must be a Tuesday or Thursday afternoon
- (b) Where five sessions or more per week are required, two of these sessions must be Tuesday and Thursday afternoon

Early Bird and Late Pick Up Clubs

We provide an Early Bird Club from 8.45 am to 9 am every morning and a Late Pick Up Club from 3.00 pm to 3.15 pm every afternoon, except Fridays, subject to maximum of six children in each session. These sessions are not included in the FEE and are subject to a charge of £2 per session.



Deferring or Delaying School Entry

If a parent decides to defer or delay their child's entry into school and wishes to retain their place at Playschool they need to inform the Admissions Officer in writing of their intentions by 15th January of the year their child is due to start school, otherwise their Playschool place will be allocated to Playschool age children.

FEES POLICY

In view of our charitable status we aim to set a fair and realistic fee to cover costs and maintain and renew equipment. The fee structure will be reviewed periodically to ensure that our income for the year will be sufficient to meet outgoings and maintain an appropriate reserve (agreed by the Committee).

In order to secure a place, parents who are offered sessions for their child for the following academic year will be asked to pay a deposit. This deposit will be held until the child is entitled to FEE and refunded in the previous term's invoice. If children due to start Playschool are already entitled to FEE, no deposit will be required.

Parents are advised of any increase to session fees in the term prior to implementation of the new revised fee rate.

Parents are invoiced individually at the beginning of each term for that term's fees. Payment of the first half term's fees is due within fourteen days. Payment via BACS is the preferred method of payment.

Those parents wishing to pay by cash must reach an agreement with the Treasurer in advance.

Receipts will only be issued for cash or on request.

Non Payment

Non payment after fourteen days will be chased in writing.

Bounced cheques incur an administration charge in line with Bank charges.

If after thirty days from the start of term, payment has still not been made and no satisfactory reason has been given to the Treasurer, then two weeks notice will be given in writing to exclude the child from Playschool.

Arrangements will be made to sell the sessions and the Treasurer will pursue the debt.



Financial Hardship

In the event of financial hardship, parents should discuss the matter with the Treasurer, Chair of the Committee or Playschool Supervisor within fourteen days of receiving the initial invoice.

Funded Children

Any child entitled to FEE and attending Polesden Lacey Playschool ONLY, will pay no fees.

If a child attends an additional setting making the total hours greater than fifteen, we will charge for the additional time unless they are entitled to thirty hours funding.

Parents of funded children will not receive an invoice unless there are additional fees to be paid.

Notice

If a parent wishes to withdraw a child from Playschool, half a term's notice of withdrawal must be given in writing or half a term's fees will be required in lieu.

Administration Fee

When a place at Polesden Lacey Playschool is accepted we require payment of £60 for non-funded children. This is made up of a £50 deposit and a £10 non-refundable administration fee.



Reviews

This policy is held on the Playschool's Website (polesdenlaceyplays.wix.com/playschool) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 19/02/07, signed by Julia Close on behalf of Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
11 th June 2008	Julia Close, Chair of the Committee
16 th July 2009	Natasha Holden, Chair of the Committee
6 th June 2011	Hayley Hamilton, Chair of the Committee
14 th January 2013	Nichola Hooper, Chair of the Committee
9 th June 2014	Alison Harding, Chair of the Committee
19 th January 2017	Natasha Matthews, Chair of the Committee
18 th January 2018	Natasha Matthews, Chair of the Committee
29 th November 2018	Natasha Matthews, Chair of the Committee
25 th February 2021	Ellie Pragnell, Chair of the Committee