

Haddenham St Mary's CE School



LITTLE FOREST FRIENDS ADMISSIONS AND FEES POLICY

Date agreed by Finance & Resources Committee	16 July 2025
Date to be reviewed <i>(maximum 12 months after date above)</i>	January 2026
Date adopted by Governing Body	October 2025
Governors Committee accountable for review	Finance & Resources Committee
Staff member accountable for review	School Business Manager
Governor accountable for monitoring	Chair of Finance & Resources Committee

Little Forest Friends pre-school provision is run by the Governing Body of Haddenham St Mary's CE School (under section 27 of the Education Act 2002).

Admissions:

Children can be accepted into the setting from 2 years of age. There will be one main intake in September of each year, with further intakes throughout the year should places allow. To be offered a place at the September intake, the child must be at least two years of age on or before 31st August of that intake year. Places are allocated based on the length of time children have been on the waiting list and their age as at 31st August of that intake year. Children can join the waiting list from birth. Children of staff of Haddenham St Mary's CE School will be prioritised where either:

- a. the member of staff has been employed at the school for 2 or more years at the time the child joins the setting; or
- b. the member of staff is recruited to fill a vacant post for which there is a skill shortage.

Parent preferences for sessions are taken into consideration; however, it may not always be possible to meet these preferences. A minimum of 3 sessions per week must be taken when available. One session is either a morning (3 hours) or afternoon (3 hours). The offer of a place will be made in writing confirming the child's start date and Parent Provider agreement details including funded and non-funded options. If a child fails to attend on their start date and no reason is given then the offer of a place may be withdrawn and the place allocated to another child.

Parents/Carers need to complete/provide the following documents to secure the place:

- Registration form
- Child's original birth certificate or passport
- Privacy information and consent forms
- Parent Provider Agreement form
- Confirmation of eligibility for government funding (where applicable)

Please note: Admissions to Haddenham St Mary's CE School is managed and operated by Buckinghamshire Council - <https://www.buckscc.gov.uk/services/education/school-admissions/starting-school-or-moving-up-to-junior-school/>. Attendance at Little Forest Friends does not guarantee or influence in any way admission to Haddenham St Mary's CE School.

Funding:

Little Forest Friends pre-school is registered to deliver:

- 2 years: 15 hours Funded Entitlement for working parents; and 15 hours Funded Entitlement when parent(s) receive some additional government support
- 3-4 years: Universal 15 hours entitlement; and Extended 30 hours entitlement.

Children are eligible for funding in the term after their second, if applicable or third birthday e.g. a child who is 3 years old in January (Spring term) becomes eligible for funded early education in the following April (Summer term).

Any remaining funded hours for 3 and 4 year olds can also be applied to sessions in Happy Hedgehogs (wraparound care).

Parents who are eligible for funding (with the exception of Universal 15 hours entitlement for 3 & 4 year olds) need to provide their eligibility code the term before their child is due to claim. Parents are responsible for reconfirming their eligibility code every 3 months, by logging in to their HMRC account. The local authority will then recheck the eligibility code at regular intervals, to confirm that they are still eligible. If the parent is no longer eligible for the funding, a “grace period” will be given with a date at which the funding will stop. From this date, parents are liable to pay a non-funded session price for any booked sessions.

Charges apply for non-funded hours (see schedule of fees) which are payable at the start of each half term.

Fees:

The current schedule of fees is available on the school website: www.haddenham-st-marys.bucks.sch.uk within the Little Forest Friends prospectus.

Non-funded fees: Places will be charged on a half termly basis, in advance. The non-funded fee charged will reflect the age of the child at the start of the term eg. A child who is 2 at the start of the Spring term will remain on the 2 year old rate until the start of the Summer term even if they turn 3 during that period.

Admin fee: A fee is payable to cover the administration cost for setting up new starters in the setting for any non-funded places. This is added to the first invoice for non-funded hours.

Consumables fee: An additional fee will be charged to parents in receipt of 3 and 4 year old funding (Universal or Extended) and 2 year old working parent entitlement. The fee is to contribute to additional activities and items that are not covered by early years funding including a daily snack, cooking ingredients such as hot chocolate and marshmallows, hand sanitiser, cleaning materials, nappy bags and some sundries. Parents can use their Childcare Vouchers or Tax Free Childcare to pay for consumables. There will be no consumable fee payable for those in receipt of other government support such as EYPP or “15 hours Funded Entitlement when parent(s) receive some additional government support”. Parents who are unable to make payment due to financial difficulties should contact the pre-school administrator.

Hot meals: Hot meals are available for children from the Homemade@Haddenham St Mary’s school kitchen on a daily basis. Meals can be booked in advance each half term for a specified fee.

Payment of fees: Payments for non-funded sessions and admin/consumable fees are due in advance of the start of term and can be paid via ParentPay, Childcare Vouchers or Tax Free Childcare payment.

Late or non-payment of pre-school fees: Haddenham St Mary’s CE School reserves the right to charge an administration fee per correspondence due to late payment of fees. The pre-school also reserves the right to refuse attendance at non-funded sessions until any outstanding balances are paid. Parents who are experiencing financial difficulties should speak to or email the administrator (littleforestfriends@haddenham-st-marys.bucks.sch.uk).

Late collection fees: A payment will be due for any late collection from the setting.

Bookings: Booked sessions cannot be ‘swapped’ and refunds will not be given for non-attendance, including child illness or holiday.

Cancellation prior to joining the setting: Once a booking is confirmed for Little Forest Friends, cancellations require a minimum of one term’s notice given in writing to the administrator (littleforestfriends@haddenham-st-marys.bucks.sch.uk).

Booking Amendments: If there is an instance where a parent decides that they wish to delay their child’s start date or do not want to continue with their child attending Little Forest Friends, the pre-school will require a minimum of one term’s notice given in writing to the administrator (littleforestfriends@haddenham-st-marys.bucks.sch.uk)

Late Collections: It is requested that parents/carers telephone to inform the pre-school if they will be unavoidably late collecting their child. If parents are late to collect children, a late collection fee will be charged per late collection. If a child is not collected, a Little Forest Friends leader will telephone the Parents/Carers, or the emergency contact numbers. If we are unable to contact anyone to collect the child, Social Services will be contacted after 30 minutes.

Closure: If it is necessary to close the provision due to unforeseen circumstances e.g. adverse weather conditions, parents will be informed via the school website, email and via the Bucks School Closures website <https://closures.buckscc.gov.uk/>. It will not be possible to refund fees in such situations.

Lost or Damaged Property: Little Forest Friends does not accept liability for loss or damage to belongings or property.