

Ladybirds Kinder Class

Admissions Fees & Funding Policy

Purpose

To provide a fair, transparent and consistent approach to admissions, funding and fees at Ladybirds Kinder Class, ensuring equal access for all children and full compliance with the EYFS Statutory Framework, the Equality Act 2010, and City of York Council (CYC) Early Years Funding Policies and Procedures.

Policy Statement

Ladybirds Kinder Class welcomes all children and families regardless of background, need or circumstance.

We are committed to:

- Operating an open, fair and transparent admissions procedure
- Supporting inclusion and working in partnership with parents and external agencies
- Ensuring no child is disadvantaged or denied their funded entitlement due to financial circumstances

Admissions

Registration and Enquiries

- Parents/carers are required to complete a Registration Form and attend an introductory visit.
- Full details of medical needs, allergies and emergency contacts must be provided prior to a start date.
- Where places are full, a waiting list is maintained and reviewed regularly.

Priority for Places

Places are offered subject to availability, staffing ratios and the child's age and stage of development, in the following order:

1. Looked-after children or those referred by social services
2. Children with an EHCP or identified additional needs
3. Siblings of children already attending
4. Children eligible for government-funded hours
5. All other applications in order of enquiry date

Funded Early Education (FE) Places

- We offer 15- and 30-hours government-funded early education for eligible 2, 3 and 4 year-olds.
- Funded hours may be taken flexibly, subject to availability.
- Children may access funded entitlement across more than one provider (no more than two sites per day).
- Parents must complete a Parent Declaration Form each term and provide valid eligibility codes and supporting documentation where required.
- Where a child attends more than one provider, we work collaboratively to ensure funding is allocated correctly.

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Important:

It is the sole responsibility of the parent/carer to ensure that funding eligibility is applied for, reconfirmed and maintained in line with government requirements. Where funding is not confirmed, expires, or is invalid, fees will be charged at the standard rate for all booked sessions and must be paid in line with this policy.

Fees and Charges

Additional Hours

- Any hours attended outside of a child's funded entitlement are charged at our standard session or hourly rate (see current Fees Schedule).

Settlement of Fees / Outstanding Invoices

- Fees must be paid promptly and in accordance with invoicing deadlines.
- All booked sessions are payable, regardless of attendance.
- Absences do not result in a monetary or sessional credit, except in exceptional circumstances and solely at the discretion of management.
- Account balances must not remain in debit at the end of the invoicing period.

Shared Resources Fund (Voluntary Contribution)

To reduce the number of items families need to bring daily and to enrich children's experiences, Ladybirds Kinder Class operates a voluntary Shared Resources Fund. Contributions may support:

- Snacks and drinks
 - Nappies, wipes and sun cream (where families choose not to supply their own)
- Ladybirds Kinder Class
- Arts, crafts and cooking resources
 - Seasonal events and celebrations

Key points:

- Contributions are entirely voluntary.
- Families may choose to provide their own items instead (full list available on request).
- No child will be treated differently if a family chooses not to contribute.
- Eligibility for Universal Credit or childcare funding is not affected.

Non-Payment of Fees

- Non-payment of fees will be managed through staged reminders.
- Continued non-payment may result in the withdrawal of a child's place and/or legal action.
- We aim to work sensitively and constructively with families to resolve difficulties wherever possible.

Attendance and Absence

Monitoring and Registers

- Daily attendance registers are maintained in line with Ofsted and CYC audit requirements.

Absence

- Parents/carers must inform the setting of any absences.

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- Absences do not result in a monetary or sessional credit, except in exceptional circumstances and at management discretion.

If a child is absent for two consecutive days without explanation:

- Parents/carers will be contacted
- If unresolved, a written warning may be issued advising that the place is at risk
- Where safeguarding concerns arise, a referral will be made to MASH
 - 01904 551900
 - mash@york.gov.uk

Extended Holidays

- Funded places may be retained for up to four weeks per term where a return date is agreed in advance.
- Longer absences may result in a reduction or withdrawal of funding, in line with CYC guidance.

Notice and Moving Settings

- Parents/carers must provide a minimum of four weeks' written notice if withdrawing their child.
- In line with CYC funding rules:
 - Where a child leaves in the first half-term, the original provider may retain funding
 - Where a child leaves in the second half-term, the new provider may only claim funding from the following half-term

Settling-In Period

- A settling-in period of up to three weeks is offered.
- Funded hours may still be claimed during this period in line with CYC guidance.

Late Collection

- Children must be collected promptly at the agreed time.
- A late collection fee may be charged to cover additional staffing costs.

SEND and Inclusion

- We welcome all children, including those with SEND, and make reasonable adjustments to support individual needs.
- Our SENCO supports families and works closely with external professionals and agencies.

Data Protection

- Parents/carers are issued with a Privacy Notice at registration.
- Ladybirds Kinder Class is registered with the ICO and complies fully with GDPR requirements.
- All personal data is handled lawfully, securely and confidentially.

Working in Partnership

We encourage open and honest communication with families regarding admissions, funding, fees and support. Guidance and signposting are available for families who may be entitled to financial assistance, including Universal Credit childcare support.

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Legal Framework

- Early Years Foundation Stage (EYFS) Statutory Framework (2024/25)
- Equality Act 2010
- SEND Code of Practice (2015)
- Childcare Act 2006
- City of York Council Early Years Funding Policies and Procedures (2025)

Reviewed: December 2025

Next Review Due: December 2026

Approved by: Mrs Atkinson

