9.0 ADMISSIONS, FEES AND FUNDING POLICY

WELCOME STATEMENT

We welcome and value all children and their families and carers, treating all children and adults equally, respecting cultural or religious beliefs and home/family circumstances. Our aim is to provide a safe and happy environment where all children and adults are treated with equal respect and where children are nurtured and can flourish. All children are encouraged to learn and develop as they play, taking into account their individual needs and stages of development.

ADMISSIONS

Children may start Cheam Baptist Church Pre-school from around the age of 2½. Our main intake is in September, but children may join us during the year, subject to availability of places. Places are offered in the following order of priority, providing applications have been received by the deadline:

1. Looked after or previously looked after children.*
2. Those who have an exceptional and professionally supported medical or social need for a place at Cheam Baptist Church Pre-school.**
3. Children of members of Cheam Baptist Church.
4. Those who have a brother or sister at the Pre-school at the time of starting.
5. The remaining places in age order with priority given to the older children, whilst ensuring a balance of Pre-school and Nursery children is maintained.

*Confirmation by a social worker from the relevant Local Authority will be required.

** Parents must supply supporting evidence from a specialist health professional, social worker or other care professional, setting out the particular reasons why this Pre-school is the most suitable and the difficulties that would be caused if the child had to attend another pre-school.

NURSERY (BUTTERFLY GROUP)

Priority for Nursery places will be given to children currently on roll, including full day options (9.00 a.m. to 3.00 p.m.) subject to availability.

INCREASING/REDUCING SESSIONS DURING THE YEAR

Once children are on roll, increases in their number of sessions will be considered when requested and subject to availability.

We require half a term's written notice by email of leaving or reducing hours, or payment in lieu of notice.

Children claiming Free Entitlement Funding may not be able to transfer funding to another provider or school for the whole term if after the Borough headcount day or if the headcount day falls within the notice period.

SESSION TIMES

Our sessions run in term time from 9.00 a.m. to 12 noon (Monday to Friday) and 12.30 to 3.00 p.m. (Monday to Thursday). Once they are settled, a lunch club starting at 12.00 noon may be offered to afternoon children subject to availability. Full day options (9.00 a.m. to 3.00 p.m.) are also available with priority given to children in the Nursery group.

FREE ENTITLEMENT FUNDING AND FEES

We are registered with the London Borough of Sutton to provide Free Entitlement Funding for eligible 2, 3 and 4 year olds over 38 weeks a year (see term dates). Parents must complete a Parents' Declaration Form and provide proof of their child's date of birth in order for us to claim funding on their behalf. If they are not eligible, fees must be paid at the current rate. Parents need to provide proof of eligibility as required see www.beststartinlife.gov.uk

All entitlements are subject to availability of spaces. Hours may be split with up to 2 additional providers but no more than 2 providers in total on any one day, in accordance with the London Borough of Sutton's funding policy.

- Universal funding for 3 and 4 year olds (up to 15 hours) for all children.

  No additional proof of eligibility required.

- 2 year old funding (up to 15 hours) for families receiving some forms of additional government support.

  Parents need to provide a letter of eligibility from Sutton Family Information Service. See Free Early Education and Childcare Entitlement for 2 year olds (15 Hours) | Sutton Information Hub

- 2 , 3 and 4 year old funding for eligible working families (up to 30 hours).

  Parents must apply on the parent portal, see www.beststartinlife.gov.uk and provide their 30 hours code by the deadline given by the London Borough of Sutton in order to claim funding for the following term. The 30 hours code must be re-confirmed each term for funding to continue. Fees will be payable at the current rate should they become ineligible at any stage. We currently offer a maximum of 27 hours' funding taken over 38 weeks (see term dates).

Reviewed October 2026
To be reviewed October 2027