



Admissions and Funding Policy

Updated for DfE Compliance September 2025

Welcome to Little Delwood!

At Little Delwood, we are committed to providing high-quality early education and care that is accessible, transparent, and fairly priced. This policy outlines how we manage nursery/kindergarten fees, government funding, and any additional charges, in line with our Froebel-inspired ethos of openness, fairness, and partnership with families.

It forms part of your Parent Agreement alongside the Registration Form, Fee Schedule, Terms & Conditions, and Enhanced Provision, Consumables and Sundries Policy.

Our Commitment to You

Little Delwood is committed to:

- Delivering high-quality, inclusive, and accessible early years education for all families.
- Safeguarding and promoting the welfare of all children.
- Creating an environment where children learn, play, and thrive in safety.
- Provide clear information about our fees and funding options.
- Support families in accessing government-funded childcare where eligible.
- Ensure that our fees reflect the quality of our care, including the expertise of our staff, high-quality resources, and warm environments.
- Maintain financial sustainability to continue delivering exceptional early years education.

Session Types & Availability

We offer as much flexibility as possible.

- Full-day and half-day sessions
- Full-year places
- Funded-only and fee-paying sessions
- Wraparound care where appropriate

Specific fees and session times are detailed separately for our Nursery (Eastleigh) and Kindergarten (Chandler's Ford) settings and are available in our Fees Structure Document or upon request.



2. Admissions Policy

We operate a fair and transparent admissions policy:

- We welcome all children regardless of gender, needs, background, ethnicity, religion, or competence in spoken English.
- Places allocated on a first-booked basis.
- Settling visits: two 2-hour visit is required before your child starts. For funded only places, these settling session will be covered by the child's funding allowance.
- Nursery/kindergarten tours are encouraged to ensure we can meet your child's needs, we ask that they accompany you on your nursery/kindergarten show round or return for a short tour before enrolment.

Enrolment Process

Parents can apply for a place by completing our enrolment form/terms and conditions, which are completed online using a link sent from Famly (our management system). The following applies:

- A registration fee and/or admin fee may apply:

- Any additional hours booked outside of the funded hours will automatically result in an administration and registration fee being charged.

The nursery/kindergarten management team will check availability, - Your start date and settling visits will be confirmed once booked.

- We also operate a waiting list if no space is available.
- All operating hours outside of our funded sessions are considered additional services, these are not covered by government funding and are subject to an additional charge as per the Fee sheet.
- Each Little Delwood setting will publish their fees, which are accessible on enquiry and on enrolment. If you would like a copy, please speak to the admin team or nursery/kindergarten manager.

Safeguarding, Welfare and SEND

- We comply with all safeguarding legislation and will refer concerns to external agencies as needed.
- We welcome children with SEND, medical or dietary needs. Reasonable adjustments will be made.



- If a child's needs cannot be met within the setting or pose a risk to others, their place may be suspended or their hours of attendance amended, until appropriate support is arranged.
- An Enhanced Ratio may be provided for children with additional needs, subject to funding availability. The number of enhanced spaces is limited.

Funding

Early Years Funding is provided to cover the cost of delivering childcare only. It does not include meals, snacks, consumables, additional services, or any extra hours outside of the funded entitlement.

We offer government-funded early education for eligible children aged 9 months to school age.

We only offer stretched funding, which means that the total funded hours are distributed over 51 weeks rather than being limited to term-time only. This allows parents to access their entitlement consistently throughout the year.

This includes:

- Universal funding: 15 hours/week (11hours/week stretched, 570 hours/year).
- Extended funding (for working families): 30 hours/week (22 hours/week stretched, 1,140 hours/year).
- All funded hours are stretched over 51 weeks to provide year-round access.
- Places are available for eligible families based on Department for Education (DfE) criteria.

Parents must provide an eligibility code to access funding beyond the universal offer. This must be renewed using the gov.uk website every 3 months to continue accessing the expanded funded hours. It is the parents responsibility to complete this renewal.

Funding is available for eligible children starting the term following their 2nd, 3rd birthday or the term after they turn 9 months old.

Our Funding Structure

Key information for families accessing government funding.

- Funded hours can be accessed over set sessions across the week, subject to availability.
- Funded hours can only be used for full sessions as specified in the Fees Structure Document.
- Sessions can only be either fully funded or private fee-paying, not a combination of both. This can only be permitted in exceptional circumstances, and upon request, although this is not guaranteed.
- Funded hours need to be accessed across a minimum 2 days per week



- We stretch funding across 51 weeks per year for year-round attendance.
- Use of funding requires a fixed weekly schedule that must be confirmed in advance
- Funded hours can only be used for full sessions as specified in the Fees Structure Document.
- We do not share funding with other settings
- It is possible to access completely funded hours with no mandatory additional charges (although you must opt out to paying for enhanced provision, activities and lunch or afternoon tea.)
- Any unfunded hours and activities booked outside of these funded sessions will be charged as per our price list for private fees.

Note. The total funding amount in a term is limited by the annual amount per child and may reduce the hours available per week dependant when joining in the term/year. You will not be able to claim over your annual amount of hours.

To cover the costs of providing high-quality care and the added value we offer, we have an enhanced provision and consumables charge that apply per session. These charge helps us maintain our standards and offer the unique experiences that make our nurseries special. Due to the nature of the flexibility of our booking pattern, we have converted our daily charge to an hourly charge in order for it to be fair to all families based on attendance.

An hourly enhanced provision and consumables charge per funded hour applies for consumables, sundries, digital tools and extras.

Some examples of these extras are:

- Nappies
- Wipes
- Lunch (if applicable)
- Afternoon Tea
- Snacks
- Forest school like sessions
- Termly visit from outside agencies – Zoo Lab, Professor Science, Farm
- Weekly library visit
- Graduation party
- Easter celebration
- Mother's day gift
- Father's day breakfast bar
- Christmas party
- Cooking activities
- Special guests to teach about a specific topic
- Train/bus trips

A more comprehensive list of these extras is specified in the annex.



The fees may vary between nurseries and are outlined clearly in each setting's fee sheet along with the fees for additional hours outside of your funding entitlement.

By signing this agreement, you agree to pay the above hourly charge. All charges are clearly outlined and agreed with families in advance.

These enhanced provision additional charges can be opted out by parents. Please refer to the Consumables and Sundries Policy, in which you will find in detail the process to Opt Out and the alternative arrangements you will need to provide.

Absences and Attendance

- Funding will be claimed in the manner as specified by the local authority provider agreement.
- We reserve the right to charge for regular unattended booked funded hours, which require funding to be returned to the local authority.
- Paid sessions: Fees remain payable.
- Persistent unexplained absence may result in funding being withdrawn.
- To support children's development we have a minimum of 2 sessions per week policy for bookings.
- Any absence from the setting needs to have a recorded reason for absence, you will receive a call if your child does not attend for their booked session or does not arrive for their booked start time.

Fees and Optional Charges

- Any hours outside your funded entitlement are chargeable. Parents will be invoiced monthly in advance for any hours outside of funded entitlement.
- All private and additional charges are clearly listed in your setting's Fee Schedule.
- All private hours fees already includes the enhanced provision entitlement.
- To have access to private hours beyond the funded entitlement, you must be paying the enhanced provision charge for the entirety of your funded entitlement.
- Fees must be paid via Family system, bank transfer, childcare vouchers or Tax-free childcare account as per our T&Cs.
- Invoices must be paid by the due date stated.
- Late payments will incur a charge and/or result in the temporary suspension of the child's place as per our T&Cs.
- We encourage families to speak to us early if they experience financial difficulty—supportive solutions will always be explored.



- A full list of current fees and additional charges is available separately for each setting.

Session Changes and Cancellations

- One month's written notice is required for:
- Session changes
- Cancelling your place
- We reserve the right to charge at full private rate the booked sessions during the notice period, whether your child attends or not
- We reserve the right to withdraw a place for:
- Safeguarding reasons
- Non-payment of fees
- Repeated policy non-compliance
- Breach of zero tolerance behavior policy towards team members
- Situations where we cannot meet the child's needs

Data Protection

We process personal data in accordance with UK GDPR and the Data Protection Act 2018. Displayed on our notice board and available on request.

Supporting Transitions to School

- We support families in preparing for school, including:
- Liaison with schools
- Assessment support
- Delayed school start for summer-born children is considered in collaboration with local authorities.

Policies and Further Information

- Key operational policies (safeguarding, SEND, food safety, behaviour) are available on our website or upon request.
- Speak to your nursery/kindergarten manager if you need help accessing these or have any concerns.

Parental Partnership:

- We are always happy to explain funding, fees, and entitlements to families.



- Parents will receive a full breakdown of sessions, funding allocations, and charges on request.

We're excited to partner with you and your child on their learning journey. Please reach out to your Nursery/Kindergarten Manager for any support.

Policy Review:

This policy will be reviewed annually, or sooner if funding regulations, local authority guidance, or nursery/kindergarten operations change.

This policy was adopted on	Signed on behalf of the nursery/kindergarten	Date for review
30/06/2025	Daniela Felix	30/06/2026