



Admissions and Fees Policy 2025-26

It is our intention to make Little Oaks Nurseries Ltd (hereafter to be referred to as 'Little Oaks') accessible to children and families from all localities but recognise that most applicants live in Penn & Tylers Green, Beaconsfield, Hazlemere or High Wycombe. We aim to ensure that all sections of our community have access to the nurseries through open, fair and clearly communicated procedures.

As an Ofsted-registered early years provider we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundations Stage Framework published by the Department for Education.

Little Oaks @ Tylers Green has provision for 32 children aged 3; their fourth birthday falls in the academic year 1st September to 31st August. All children will attend the Nursery class for the 3 terms of that academic year before starting full time education the following September. On occasion children can be admitted the term after they are three if spaces are available.

- An application for a place at Little Oaks may be made at any time
- We operate our waiting list by allocating places on a first come, first served basis.
- In addition, we may consider the following criteria:
 - siblings already attending the nursery or wraparound facility;
 - the vicinity of the home to the nursery;
 - the requirement for the extended 'wraparound' hours we offer;
 - special characteristics including disability, special educational or physical needs or illness.

Our nurseries are completely inclusive, regardless of the needs or circumstances of children and their families. We welcome all families and work hard to support each child on their individual learning journey. We have A qualified and experienced SENCO who works across all the settings to implement specific strategies and support plans as required.

We are open for approximately 38 weeks per year. The funding streams we offer are:

- Disadvantaged 2-year-olds (parents who receive some additional government support)
- Universal entitlement for all 3- & 4-year-olds
- Eligible Working Parent entitlements for 2 year olds
- Eligible Working Parent entitlements for 3 and 4 year olds (30 hours)

We provide exceptionally high-quality childcare and education as part of the government funding. However, our multiple additional services require enhanced staff training and numbers, alongside physical resources and investment in teaching methods and experiences. This means extra costs are incurred, which amount to the difference between the government funding* and our actual fees of £9.20 per hour.

The government requires us to inform you of what we offer that requires your agreement to pay this difference, so that your child will be able to participate. At Little Oaks we include:

- Woodland adventures
- Special visits or visitors
- Enrichment activities (e.g. P.E., music, yoga, dance)
- One-on-one tuition or school-readiness sessions
- PALS social skills sessions
- Cooking, food preparation and hygiene
- Fun Phonics
- Magic Maths

If you are unable to make the payment, we will organise a different experience for your child. Invoices will clearly show charges associated with these experiences and there will be a zero line item for funded hours.

Invoicing is carried out at the beginning of each month, in advance. We encourage Direct Debit via the Blossom app but it is also super-simple to make a one-off monthly payment when the invoice is sent via the app. We're here to support you if you encounter any difficulties with the app.

Payment is due 7 days after the date of invoice and persistent late payers risk losing their child's place. We can't meet our bills without your payments! If you are having financial difficulty please contact us in the first instance rather than not paying.

As well as the 15 hour 'Universal Entitlement' which we can claim for all 3-4 year olds, some families will also be entitled to one or more of the following:

- 2-year-old Funding
- Tax-free Childcare
- 30 hours Funding – the extended hours for working parents
- 9+ month old funding for working parents
- Tax Credits for Children
- Employers' tax-free childcare voucher offer

*Government funding 2025-26 for 3-& 4-year-olds: **£5.97** per hour

To find out more, visit: www.childcarechoices.gov.uk

N.B. The local authority audits our use of your funding and may withdraw funding for a child who is absent for long periods during a term. If this were to happen, you may be required to pay the full fees for the period.

Allocation of places and what happens next

In the Spring term prior to the academic year children would be due to start at Little Oaks, we will write to parents offering their child a place for September. Once the place has been accepted, parents will be invited to bring their child to a 'taster session' during June, along with an opportunity to meet their child's key person and to ask questions and complete paperwork. On this occasion parents will need to bring their child's birth certificate or passport as well as their red book / proof of vaccinations. If for any reason a parent has not already visited the nursery, these visits may be organised for May. *Parents who have been unsuccessful in gaining a place for their child may keep their child's name on a waiting list in case a place is available at a later date.*

Opening hours at Little Oaks @ Tylers Green are as follows:

Daily Breakfast Club	7:45 – 8:40 (breakfast provided)
Nursery Day	8:40 – 3:10 (snacks provided)

Tea Time 3:10 – 6:00 (tea provided)

- 15 hour funding for all children
- 32.5 'core' nursery hours (49.25 including Breakfast & Tea Time)

Stand Alone funded offer for 15 hours: Monday – Friday 12:00 – 3:10 (although this is 15 hrs 50 mins we would require on extra payment)

Stand Alone funded offer for 30 hours: Monday 8:45 – 5:00; Tuesday 8:45 – 5:00; Wednesday 8:45 – 4:00; Thursday 8:45 – 3:10 (30 hrs 10 mins with no extra payment required)

The entitlement for a 30 hour a week place for 3 and 4-year-olds is as follows:

Both parents will earn, on average, equivalent to 16 hours per week at minimum wage or higher, or one parent in single parent households.

- Parents' individual salaries must be less than £100,000 each
- Parents may apply for both Tax-Free Childcare and the 30-hour entitlement through a joint application system that has been developed by HMRC

If you're still not sure, visit <https://www.childcarechoices.gov.uk/> for more information.

Admission to our nursery at Tylers Green First School does not entitle children to a place in the main school – this is a separate admissions procedure administered by Buckinghamshire Council.

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Eligible Working Families

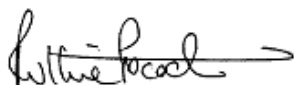
Eligible working parent funding can be applied for on [ChildcareChoices.gov.uk](https://www.childcarechoices.gov.uk/)

- It is eligible parents' responsibility to apply for the [Eligibility code](#) before the fixed deadlines 31st March, 31st August and 31st December and to reconfirm their codes every three months.
- Families remain eligible at a current setting if they fall into their grace period, but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cut-off date of 31st December and cannot be used until the Summer term.
- Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started at reception in school.

Please note: A new child on a claim form will not be funded if their code is in the grace period **BEFORE** when the term starts. This is still applicable even if the child was attending the setting prior to eligibility.

With 2 Year funding for parents in receipt of certain benefits – eligibility is applied for with [BFIS \(Bucks Family Info Service\)](#) and the code verified by Early Years. This code does not need to be checked again and remains valid until the term after the child turns three where they will qualify for three-year-old funding.

Signed:



Ruthie Pocock, for Little Oaks Nurseries 9/25