

HIGH ELMS MANOR SCHOOL POLICIES

Admissions and Fees

Admissions

Our school is committed to providing a fair and open admission system that offers a service that is value for money at a competitive price.

When a parent/carer contacts High Elms Manor School they will be given all the relevant information they require and advice of whether there is currently a suitable place available for their child. They will also be directed to our Admissions and Fees Policy for further information. If a suitable place is available, the parent/carer will be invited to visit High Elms Manor School and speak to members of staff. At this stage, we advise that the child is not present so that the parents/careers can talk openly and ask any questions that may arise. If the parents/carers are happy to proceed, a visit for the child may be arranged, if required.

If, after all preliminary enquiries have been made the parents/carers agree to abide by all the terms and conditions of High Elms Manor School, which includes the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form and pay the non-refundable registration fee. Parents/Carers will also be encouraged to complete and sign the Medical Questionnaire which includes details concerning emergency treatment.

Payment of the registration fee places a child on the waiting list. When the child is approaching their start date the parents/carers will be contacted and asked whether they still require the place. If the place is still required, the parents/carers will be invited to pay the relevant deposit to secure the place for their child. Information regarding deposits can be found in the 'Terms and Conditions' of High Elms Manor School. Once the place is 'secure' a date will be arranged for the child's free settling in session. At this stage, the provisions of the 'Transitions Policy' will come into operation.

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Waiting List

To ensure that admissions to High Elms Manor School are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, High Elms Manor School's waiting list procedure will be explained.

Parents/Carers will be encouraged to submit the Registration Form and on payment of the Registration fee the details will be placed on the waiting list in the order they are submitted.

The waiting list will be kept and used on a 'first come, first served' basis. When a place becomes available, the office staff will contact the parents/carers whose child is suitable for the place.

Suitability of places is awarded in this order:

1. Those children proceeding into the Upper School (securing fee £500.00)
2. Those children highest on the waiting list (securing fee £200.00 for the Nursery and £500.00 for Reception and Upper School)

If the parent/carer still wishes to take up the place, they will be invited to pay the relevant deposit as outlined in the 'Conditions of Admission' of High Elms Manor School and to arrange the free 'settling in' session for their child, if appropriate.

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Fees

It is recognised that the cost of registered child care may seem expensive to parents and carers, however, the price is set at a rate which enables the provision of a safe and stimulating environment for the children and to ensure the continued high standards and sustainability at High Elms Manor School. To this end, parents/carers must respect the school policy with regard to the fees. The level of fees are set by management and reviewed annually in the light of High Elms Manor School's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

School Fees for all ages are billed three times a year coinciding with the school terms. Unless otherwise agreed in writing, payment must be made by direct debit or childcare voucher. There are two choices available, either:

Once a term on the following dates; 1st September, 1st January and 1st April

Or

Four instalments per term as follows:

Autumn term; 1st September, 1st October, 1st November and 1st December

Spring term; 1st January, 1st February, 1st March and 1st April

Summer term; 1st May, 1st June, 1st July and 1st August

5% discount is applied to fees of parents choosing to pay by direct debit before the beginning of term.

If the fees are not paid on time, High Elms Manor School will contact the parent/carer and request payment at the earliest opportunity. Any payment extensions must be obtained from the school office, in writing.

The manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at High Elms Manor School being forfeited.

Compound interest is charged on overdue fees at the rate of 2.5% per month or part of a month. In addition, the parent will reimburse to the school all costs and expenses (including legal costs) incurred in the collection of the overdue amount. A pupil may be asked to leave whose fees are not paid promptly.

Children with parents owing fees at the end of a school term may not return the following term until such time as the fees are paid. No credit will be given for this period of absence. Terms of notice will still apply.

If a child's fees are paid persistently late with no acceptable explanation, High Elms Manor School will be forced to terminate that child's place. Under exceptional circumstances, the manager may agree to allow the child to continue to attend the school for the remainder of the week.

Parents/Carers are encouraged to speak to a member of staff in the office if they have a query about the fees policy or if they are likely to have difficulty paying the fees on time. If there are likely to be payment issues, it is strongly advised that a meeting is arranged at the earliest possible opportunity to avoid jeopardising their child's place at High Elms Manor School.