



Last Review:	Nov 2025	S Fisher
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Admissions & Attendance

Policy statement

It is our intention to make Discoveries Montessori Nursery School (**DMNS**) accessible to children and families from all sections of the local community and they have access to the Nursery through open, fair and clearly communicated procedures.

We describe DMNS and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or from English being a newly acquired additional language.

We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

We take children from their 2nd birthday.

Provision

As set by our Ofsted registration, we are able to care for 24 children under the age of 5 years at any session.

Opening hours

Full Day 08.50am – 3.10pm 6 Hours 20 minutes

Morning Session 08.50am – 12.00 pm 3 Hours. 10 minutes

Afternoon Session 12.00pm – 3.10pm 3 hours 10 minutes

Fees

Our fees are £22.00 per session. A session is either a morning or an afternoon.

There are two sessions per day.

Late Charge

We appreciate that unavoidable events sometimes transpire but we reserve the right to charge fees if a parent does not pick up their child at the end of allocated session.

Parents not collecting their children by 3.10pm attending full day/afternoon session will firstly be allocated a Late Drop Off place (chargeable).

Morning/Afternoon Session late collection fees. £5 for every 15 minutes for repeat offenders

Payment Methods

Discoveries Montessori Nursery School accepts payments from Tax-Free Childcare Accounts, bank transfer, childcare vouchers or cash, or cheques.

Tax Free Childcare

Tax-Free Childcare is a government scheme that allows eligible parents to open an online account to pay for childcare. The Government contributes 20% for every pound you pay. To check your eligibility visit [Tax-Free Childcare](#)

Free Early Years Funding

Discoveries Montessori Nursery School is registered to accept funding from these government schemes, parents need to apply for these schemes individually. The government website [Best Start In Life](#) has all the information on the individual schemes and a checker tool to show what support is available to parents based on their individual circumstances.

15 and 30 hours support schemes

- Early Year Working Parents Entitlement - [30 hours funding](#)
- Free for Two – [15 hours Funding](#)
- 3 & 4 Year old – [15 hours funding](#)

Attendance during funded sessions

If parents take their child out during funded hours we are not required to provide alternative sessions. We expect parents to ensure children attend the sessions they are allocated, however, should a child need to be absent we require parents to contact the preschool via telephone or email the reason why the child is absent which is recorded within our Attendance Log as we are required to monitor your child's attendance.

Absence

Regular attendance is important for children's development, wellbeing, and safeguarding. We ask that all parents/guardians notify the preschool if their child will be absent.

Reporting Absences

- Parents/guardians must inform the preschool by email or phone if their child is unable to attend, stating the reason for absence.
- Notification should be made **before 8:30 a.m.** on the day of absence.

Unreported Absences

- If a child is absent without prior notification, staff will contact parents/guardians to establish the reason for absence.
- If parents/guardians cannot be reached, staff will attempt to contact the named emergency contacts provided on the child's enrolment form.
- If no contact can be made and concerns arise regarding the child's welfare, the preschool will follow safeguarding procedures in line with statutory guidance and, if necessary, contact the relevant safeguarding agencies.

Prolonged Absences

- For prolonged or repeated absences, staff will follow up with parents/guardians to discuss the child's circumstances and offer support if needed.
- Where safeguarding concerns are identified, the preschool will take appropriate action in line with our Safeguarding and Child Protection Policy.

Safeguarding Commitment



- The safety and wellbeing of children remain our highest priority. All absence procedures are designed to ensure that every child is accounted for and that any concerns are acted upon swiftly.

Illness

To maintain a safe and healthy environment for all children, families, and staff, parents are required to notify DMNS promptly when their child is unwell and will not be attending.

- Parents/carers must send an email or phone before 8:30 a.m. on the day of absence.
- The email must include:
 - The child's full name
 - The reason for absence (specific illness or symptoms, e.g., fever, cough, vomiting, diarrhoea, rash, etc.)
 - The date symptoms began

Providing the cause of illness helps us:

- Monitor for communicable diseases and outbreaks.
- Communicate necessary health information to other families (without identifying the affected child)
- Follow public health guidelines regarding exclusion and return-to-school timelines.

Children may return only when they meet the health guidelines outlined in our [Health, Illness and Hygiene Policy](#)

Additional charges

Please note the Government funding is not intended to cover the cost of snacks, other consumables, additional hours or additional services. We ask for a snack contribution of £20 per term which is completely voluntary. All charges will be itemised on your invoice.

Non-Payment of Fees

To ensure the continued operation and sustainability of DMNS, all fees must be paid in accordance with the agreed payment terms.

- Fees are expected within 30 days of invoice being received unless prior agreement. Please speak to the Manager if you need an extension or to set up a monthly agreement.
- Failure to pay without prior agreement may incur a late payment charge together with additional Administration fee. If payment is not received by the due date and no prior payment arrangement has been agreed, DMNS reserves the right to withdraw the child's place.
- Where fees remain outstanding, DMNS will make reasonable attempts to contact the parent/carer to discuss the overdue account and provide an opportunity to resolve the matter. If payment is still not received, or no satisfactory payment arrangement is made, written notice will be issued advising that the child's place may be withdrawn.
- DMNS reserves the right to suspend or terminate a child's place where fees remain unpaid. Any outstanding fees will remain payable and may be recovered through appropriate legal or debt recovery processes where necessary.
- Parents/carers experiencing financial difficulties are encouraged to contact Discoveries as soon as possible to discuss their circumstances. Where appropriate, a mutually agreed payment plan may be considered at the discretion of the management.

Unplanned Closures

There may be situations that occur for unplanned closures, these could include but are not limited to:

- Weather conditions do not permit DMNS to open
- Emergency services enforce closure due to safety issues ie gas leak, burst pipes, flood etc
- Paddock Wood Leigh Academy School suggest closure due to no electricity, heating, water supplies etc
- Staffing issues do not permit DMNS to open.
- Pandemic Flu or other outbreaks of infectious diseases
- Partial or Full Lockdown

For full details are included in our [Emergency Closure Procedure Policy](#)