

SAPLINGS

Admissions and Fees Policy

September 2026

Saplings Pre-school is registered with Ofsted to provide care for pre-school aged children. This Admissions and Fees Policy sets out a fair and transparent procedure for additional sessions and meals, together with the fees structure and payment terms effective from 1 September 2026.

1. Admissions

Parents/carers who wish to request additional sessions or meals should speak to a member of the Saplings team. We will confirm availability and advise when the requested sessions or meals have been added to Arbor Pay.

To secure a place, all sessions and meals must be paid for in advance via Arbor Pay. Advance payment enables Saplings to plan and prepare for the sessions and meals requested.

Cancellation of a Place

Refunds cannot be issued for sessions that are cancelled once they have been booked and paid for. If a parent/carer subsequently cancels a session, Saplings is unable to provide a refund because staffing and other arrangements may already have been confirmed.

Teacher Training Days

Saplings will not be open on teacher training days.

2. Fees

The level of fees is set by the Governing Body of Woodloes Primary School. Parents/carers will be notified in writing of any future increases or changes to the fees structure at least 28 days before they are implemented.

Session or meal	Fee
Early drop-off session (8:45am–9:00am)	£2.00 per session
Additional session	£16.80 per session
Hot meal	£2.79 per meal

Payment of Fees

All payments must be made in advance via Arbor Pay in order to secure your child's requested session or meal. Where payments are persistently late, Saplings may be unable to guarantee additional sessions or meals.

By enrolling your child with Saplings, you confirm that you have read, understood and accept the terms and conditions set out in this Admissions and Fees Policy. Enrolment with Saplings constitutes acceptance of these terms, including the fees and payment requirements.

This Admissions and Fees Policy was developed by the Governing Body of Woodloes Primary School, was adopted by the Saplings Management Team on 1st September 2026 and will be reviewed annually.