



Fees Policy

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Reviewed by: Governing Body

Version 1.2

Table of Contents

1	Availability of the Policy (Reg 33(b))	3
2	Introduction	3
3	Fee Structure.....	4
3.1	Additional Fees	4
4	Fee Payment Schedule.....	4
5	Late or Non-Payment of Fees	4
6	Pupil Conduct & Re-Admission	5
7	Withdrawal from the School.....	5
8	Probationary Period for New Admissions.....	5
9	Zero-Tolerance Policy.....	5
10	Contact Information.....	5
11	Parental Fees Declaration	6

At Daffodil Preparatory School, we believe that every child should be given the opportunity to develop to the highest standard academically, with good morals, social skills and cultural awareness to become a well-rounded individual. Through our Vision, Ethos and Aims, at Daffodil Preparatory School we provide this opportunity for our children and are pleased to do so within our school environment.

We anticipate all applicants to give their commitment, respect and wholehearted support to uphold and maintain our school ethos and values. In line with our values, we do not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of race, gender, faith (or none) or sexual orientation or gender preference.

1 AVAILABILITY OF THE POLICY (REG 33(B))

This policy is available to all parents and carers:

- On the school website: www.daffodilprepschool.org.uk
- In printed form upon request from the school office

2 INTRODUCTION

At Daffodil Preparatory School, we are committed to providing the highest standard of education and care within a transparent and fair financial framework. The timely payment of fees is essential to ensure the smooth operation of the school and the continued provision of high-quality teaching, resources, and facilities.

This policy sets out the arrangements for the setting, collection, and payment of school fees, including procedures for late or non-payment. It ensures clarity for parents and carers, and supports the school in meeting its financial obligations responsibly and sustainably.

Our approach is aligned with the **Independent School Standards Regulations (ISSRs)** and reflects the expectations of **Ofsted**, ensuring that financial practices are fair, accountable, and support the effective running of the school. In doing so, we uphold the principles of integrity, responsibility, and respect, consistent with our commitment to the promotion of **British Values**.

3 FEE STRUCTURE

The annual school fees for each year group are as follows:

Year Group	Annual Fees (Excluding VAT)
Year 1	£3500
Year 2	£3500
Year 3	£3650
Year 4	£3650
Year 5	£3650
Year 6	£3650

These fees **do not include VAT**.

3.1 ADDITIONAL FEES

- Registration Fee: £100 (non-refundable, payable upon application).
- Referral Reward*: £250 per family
- Sibling Discount: £250 per sibling enrolled at the school.

4 FEE PAYMENT SCHEDULE

Fees must be paid in full by the following deadlines:

- Autumn Term: First Monday of September
- Spring Term: First Monday of January
- Summer Term: First Monday of May

Parents/guardians are responsible for ensuring timely payments.

5 LATE OR NON-PAYMENT OF FEES

- Failure to meet the payment deadlines will result in administration fees.
- Persistent non-payment may jeopardise the pupil's place at the school.
- The school reserves the right to suspend or withdraw a pupil if outstanding fees are not settled within a reasonable timeframe

5. Non-Refundable & Non-Transferable Fees

- All fees paid to Daffodil Preparatory School are non-refundable and non-transferable, regardless of circumstances.
- This includes:
 - Fees paid in advance of deadlines.
 - Fees paid during a pupil's probationary period.
 - Fees for pupils who are withdrawn from the school by parents/guardians.

6 PUPIL CONDUCT & RE-ADMISSION

- Parents/guardians agree to support the school in its values and ethos.
- Pupils are expected to meet high standards in attendance, punctuality, behaviour, and conduct.
- If a pupil fails to meet these expectations, the school reserves the right to refuse re-admission for the following academic year.

7 WITHDRAWAL FROM THE SCHOOL

- If a parent/guardian wishes to withdraw their child from the school, they must:
 - Give a full term's notice in writing.
 - Settle all outstanding fees before the child is removed from the school roll.
- Pupils who remain on the school roll with unpaid fees will not be admitted to another school until all financial obligations are met.

8 PROBATIONARY PERIOD FOR NEW ADMISSIONS

All new admissions are subject to a probationary period of one term.

If a pupil fails to meet the school's behavioural expectations, they may be asked to leave.

In such cases, no refunds or transfers of fees will be permitted.

9 ZERO-TOLERANCE POLICY

- The school operates a Zero-Tolerance Policy regarding inappropriate or threatening behaviour towards staff or pupils.
- Any violations will result in swift and appropriate action, which may include withdrawal of the pupil's place at the school.

10 CONTACT INFORMATION

For any queries related to fees, please contact:

Daffodil Preparatory School

Email: headteacher@daffodilprepschool.org.uk

11 PARENTAL FEES DECLARATION

In acceptance of a place for my child, (name).....

I, (name of parent/guardian)..... agree to follow school policy in every regard. This includes (but is not exclusive to) adhering to rules and guidelines regarding attendance, punctuality, behaviour, homework, uniform, etiquette, and discipline. I agree to support the school in implementing its policies and procedures. *

I agree to pay the school fees by stated deadlines (September, January and May). I understand that by failing to meet these deadlines, I will be subject to administration fees and that persistent non-payment may jeopardise my child's place at the school. I understand that as a fee-paying school with no financial support from the State, Daffodil Preparatory School relies on the timely payment of fees. I understand that all fees are non-refundable or non-transferable.

I agree to support Daffodil Preparatory School in its values and ethos. I agree to support my child fully in meeting the expectations placed upon him/her by the school and by the Education Authority's Compulsory Education requirements.

I understand that Daffodil Preparatory School operates a Zero-Tolerance Policy, and that inappropriate or threatening behaviour towards any staff member or pupil will result in swift and appropriate action.

If my child fails to meet the standards set by the school (in attendance, punctuality, behaviour, conduct etc.) the school retains the right to refuse re-admission for the following academic year.

I understand that if I wish to remove my child from the school, I will be required to pay any outstanding fees before he/she can be taken off roll. Please note that pupils still on roll at our school will not be allowed to be admitted to any other school. Parents must notify the school a whole term in advance before a parent wishes to take a child out of the school.

New admissions to Primary School:

I understand that on admission, my daughter is subject to a probationary period of one term. If during this time my child does not meet the behavioural expectations of the school, he/she may be asked to leave the school.

In this instance, any fees paid (including those made in advance of deadlines) are non-refundable and non-transferable.

Parent's Name:

Signature:

Date:

***School Policies and Procedures, as well as the Complaints Procedure are available via the School Office**