



## NURSERY ADMISSIONS POLICY

Our Nursery provides places for children aged 3 and 4 years. From the age of 3 children are entitled to either the 15 Hour Universal Offer or the 30 Hour Extended Offer of free education/care each week.

- Children are eligible to access the free entitlement to Nursery Education (15 or 30 hours) at the beginning of the term following their third Birthday.
- The 15 hour offer is universal
- To be eligible for the 30 hour offer:
  - You, and any partner, must each expect to earn (on average) at least £139 per week (equal to 16 hours at the National Minimum or Living Wage).
  - If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
  - You **can't** get 30 hours free childcare if **either** you, or your partner, each **individually** expect to earn £100,000 or more.
  - For more details visit <https://www.childcarechoices.gov.uk/>

The 15 Hour Universal Offer can be taken as 1 of the following options;  
5 mornings; 5 afternoons; 2.5 days at the beginning of the week or 2.5 days at the end of the week.

The 30 Hour Extended Offer needs to be taken as one of the 15 Hour Universal Nursery Session options and then additional sessions added up to a maximum of 4.5 days between 8.30 am to 3.30 pm. This 30 hour funded place is conditional on your online application being successful and validated every 3 months.

Both the Universal and Extended Offers can be topped up with sessions available for purchase as follows:-

8.30 am to 11.30 am £15  
11.30 am to 12.30 pm £5  
12.30 pm to 3.30 pm £15

There is no obligation to purchase any additional sessions to receive a child's free 15 or 30 hour entitlement and the purchase of any additional sessions is a parent's choice and subject to availability of the sessions once the free places have been offered to parents of children that are turning four during the academic year and with current applications on file.

If you choose the 2.5 day option, there will be a 1 hour lunch break from 11.30 am to 12.30 pm on the full days. Parents may collect their children for their lunch break or pay £5 per day for the 1 hour cover supervision. A school lunch is available at an additional cost of £2.15 per day or parents can provide a packed lunch. Parents on certain benefits may be entitled to free school meals and can apply by telephoning 0151 934 3456.

### **Applying for a place:**

Application forms can be obtained from the school office or downloaded from the school website. On completion they should be returned to the school. They can be completed from the September after your child is born. Any applications received prior to this will be dated September. Forms

received after the **15th January** for children starting Nursery in the September will be classed as a late application.

**How places are allocated:**

Places will be allocated under the following criteria:

**1st priority-** Looked after children. This is a child who is in the care of the local authority.

**2nd priority-** places will be offered to children with a sibling at Churchtown Primary School.

**3rd priority-** Places will be offered on a first come first served basis for children turning 4 during the Nursery academic year.

**4th priority-** Places will be offered to children following their 3rd birthday.

**5th priority** -Following the allocation of places as above and where we have further availability of sessions, parents will be offered to reserve a place for their child before their child's 15 hour universal offer begins on a termly basis or they may pay for sessions.

Reservations will not be taken for the summer term until children eligible to start in the spring term have been offered the facility to reserve a place.

**Applying for additional hours:**

Once applications have been received and places have been allocated, there will be an opportunity to apply for additional hours within the week. These are subject to availability and are allocated on a first come first served basis. These are paid places and require a deposit.

**Reserving a Nursery place**

Reservations for the Spring Term will require a £50 deposit and reservations for the Summer Term will require a £100 deposit. The deposit will be used against any additional sessions your child may be accessing or will be refunded to you once your child has been admitted to the Nursery.

Children who are accessing over 12 months of nursery provision will automatically hold their place for the following year. However, changes to sessions can be made if required. Children must access their full 15 hours during their preschool year; these cannot be split between providers.

Requesting a place and completing an application form does not ensure that a place may be offered. Parents/Carers are informed in writing if a place has been allocated.

The level of fees will be set by the Local Academy Councillors and reviewed annually.

**Payment and Validation Funding Codes:**

Parents who are offered their requested additional sessions above the 15 hours of funded provision will be required to pay a non-refundable deposit to reserve the additional sessions. Additional session fees must be paid half termly in advance prior to the first week of each half term. Unfortunately no reduction/refund is given for children who are absent.

If the fees are not paid on time, or an eligibility code is not validated, the school will notify the parent/carer by text or phone call and request payment at the earliest possible opportunity.

The school 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 additional sessions being forfeited.

Attendance in the Nursery does not guarantee admission to school for primary education. Parents will still need to apply for a school place in the usual way.

### **Charges for absences:**

- Charges will be made for sessions even when a child is absent through sickness or holiday
- If the child is collected earlier than the stated contractual time, the full fee still applies. Late arrival at the start of the session does not permit late collection.
- If for some reason we have to close the school due to an inset/ staff training day or for emergency reasons a reimbursement will be given to all parents/carers the following month.

### **Non-payment of Fees**

If payment has not been received within 4 weeks of the date of the invoice the child's place will cease to be available. Under exceptional circumstances, the school may agree to allow the child to continue with the additional sessions for the remainder of that week. Parents/Carers are encouraged to speak to the School Office Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/Carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's additional sessions.

### **Notice Period:**

- The period of notice to be given to change or terminate a contract is 4 weeks.
- Notice of change or termination of contract must be given in writing, detailing the reason for the change or termination.
- Full fees remain payable until parents have been notified of the decision regarding their request to change or terminate the contract.
- Fees are reviewed periodically, but no increase will be made without at least one month's notice being given.

**The school reserves the right to refer outstanding debts to the Endeavour Learning Trusts Debt Collection Service.**