



## Nursery Admissions and Charging Policy

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Person(s) Responsible:	Sarah Price

## Nursery Admissions and Charging Policy

Children attend Stamford Park Nursery School in the September after their third birthday. We are able to offer a combination of 30 and 15 hour places; we prioritise those requesting 30 hour places. In total, we have 52 part time places available.

### **Our Aims**

As a school, we aim:

- To provide a fair system whereby children are given their entitlement of Nursery education;
- To ensure our provision promotes secure foundations for future learning.

### **Applications**

Applications for admission to our Nursery should be made to the Headteacher via the school office. We would ask parents to contact the school office and your child's name will be added to our register. Parents will be contacted about the allocation of places in the January prior to admission, with allocation of places taking place in the February / March prior to admission in the September.

Parents must be aware that attendance at our Nursery does not give your child any additional priority when applying for a place in the Reception class of the school.

### **Criteria for the Allocation of Places**

Nursery places will be offered using the following criteria:

#### **In Catchment**

- 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children's Act 1989). A child in this category will be allocated the hours which best suits the needs of the child and family.
- 2) 30 hour funded places will be allocated to children who live in the catchment area of the nursery who have a sibling attending the Primary School at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
- 3) 15 hour universal offer places will be allocated to children who live in the catchment area of the nursery who have a sibling attending the Primary School at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

- 4) 30 hour funded places will be allocated to children who live in the catchment area of the nursery taking into account distance from School.
- 5) 15 hour universal offer places will be allocated to children who live in the catchment area of the nursery taking into account parental preferences, where possible and distance from school.
- 6) In the event that places remain after all categories have been considered, places will be offered to those still with outstanding requests for places or offered to parents to purchase as a top up.

### **Children outside catchment**

- 7) Children, who live outside the catchment area of the nursery, with sibling attending the Primary School at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
- 8) Children who live outside the catchment.

In the event that the number of places requested exceeds the number of places available within that category, the places will be allocated on the basis of shortest walking distance to school.

### **Home Address**

The criteria used by Stamford Park Primary School in determining admissions to our Nursery refer, in every instance, to the child's home address. This means the address where the child normally and permanently lives, not the address of any child-carer, grandparent or other relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses in the catchment area, the average of the distances of the two addresses from the nursery will be used for the purposes of determining priority for admission. Where one of the addresses is outside the catchment area, the applicant will be regarded as living outside the catchment area and the average of the distances of the two addresses from the nursery will be used for the purposes of determining priority.

It is always assumed that you will provide the correct factual information when you apply for a nursery place. Stamford Park Primary School take very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent application. If a place is offered at nursery and then it is discovered that the offer was made on fraudulent or misleading information (e.g., a false claim to living at an address), the place offered will be withdrawn and may be offered to another child. A place may also be withdrawn even after your child has started nursery.

### **Organisation of Intake**

We are able to offer a combination of 30 and 15 hour places. The number of 30 and 15 hour places on offer will be reviewed each year to ensure that parental needs are met as much as possible and that the running costs of the Nursery are covered.

## **15 Hour Places**

Within our Nursery, any parent who is entitled to have their child in Nursery for 15 hours a week will be offered either five mornings (8.45am - 11.45am) or five afternoons (12.30pm - 3.30pm). Although parents will be asked their preference over a morning or an afternoon place, we cannot always guarantee they will get it.

## **30 Hour Places**

Parents who meet set criteria are entitled to have 30 hours of nursery provision. Please visit the Government website to view this criteria: <https://www.gov.uk/30-hours-free-childcare>

There will be the opportunity for your child to stay over the lunchtime period, if you wish, and there will be a small charge of £4.50 per day to cover additional costs for this period. If you do not wish to pay this charge, you will be able to collect your child at 11.45am each day and return them to Nursery at 12.30pm for the afternoon session.

Children may bring a packed lunch or can choose to have a school dinner from our school kitchen; these are priced at £2.40 each day. A sample menu can be found on our website.

## **Top Up Sessions**

For parents who are only entitled to 15 hours free provision, the 'top-up' costs will include provision for an additional afternoon session each day (12.30pm - 3.30pm). Therefore, anyone utilising the 'top up' facility will be allocated a morning session for the 'free' 15 hours and all 'top up' will be part of the afternoon session. Nursery 'top up' sessions are £16.50 per day, based on a set rate of £5.50 per hour. Please see above for the additional lunchtime supervision charge, which is applicable for all children with a full-time place. If parents require 'top up,' they must have it for the full week.

## **Payment**

Information regarding payments will be sent out from the school showing the amount that needs to be paid for each term. Payments are requested termly in advance via ParentPay or Government Childcare Tax Free vouchers. If this isn't possible, the Headteacher will always endeavour to meet the individual requirements of families. In these instances, parents should submit a proposed payment schedule for approval by the Headteacher. Charges will be made for sessions even when a child is absent due to sickness or a holiday.

## **Notice Period**

If you wish for your child to leave the Nursery mid-year, we ask for one calendar months' notice. This must be given in writing to the school office.