

ST LEONARD'S CE PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY 2017

Admission to Nursery

Your child is eligible to start Nursery in the term after their third birthday. The table below shows when their eligibility will begin.

If the child was born between...	They are eligible for a free part-time place in the term
1 September and 31 December	Spring Term (January) – after child's 3 rd birthday
1 January and 31 March	Summer Term (April) – after child's 3 rd birthday
1 April and 31 August	Autumn Term (September) – after child's 3 rd birthday

Admission is subject to an application being made and places being available. Nursery Application Forms are available from the school office or can be downloaded from the school website. The form should be completed and submitted directly to the School.

The Nursery is part of the school and as such operates during term times only.

Application Deadlines

Please refer to the table below for application deadlines.

<u>Admission</u>	<u>Application Deadline</u>
January 2018	31/10/2018
April 2018	28/02/2018
September 2018	31/05/2018

Late applications will be considered after the initial allocation of places has taken place.

Oversubscription Criteria

Oversubscription criteria will be applied in line with Shropshire Council Policy. Full details are available on the school website or please ask at the School Reception. Insert link to Policy? May need to have our own policy when Academy and therefore will need to be in full?

What we offer

We intake into nursery at three points during the academic year – the start of the Autumn, Spring and Summer terms. And are able to take up to 26 children in each session. Places are allocated on session availability.

The Nursery day is as follows- Morning Session 8.45am - 11.45am, Lunch Session 11.45am - 12.30pm, and Afternoon Session 12.30pm - 3.30pm.

Below are the four options that we currently offer, these each equate to 15 hours of Government funded sessions. **Due to staffing arrangements a minimum uptake of 15 hours is required.**

Option 1	Option 2	Option 3			Option 4		
Monday - Friday	Monday - Friday	Monday	Tuesday	Wednesday	Wednesday	Thursday	Friday
Every Morning	Every Afternoon	Full Day	Full Day	Morning only	Afternoon only	Full Day	Full Day

Additional sessions

Once sessions have been allocated they can only be changed / increased at the beginning of a term with the prior approval of the School. Applications for changes should be made on the school's form – **Application for Change to Nursery Sessions** form - and will need to be received by the school as follows:

or

Should you wish to purchase additional sessions once your child has started in the Nursery, we ask that you complete the Application for Nursery Session Increase form. Applications for an increase in sessions will be considered on a termly basis for children to start new sessions at the beginning of the following term. Deadlines for submitting applications are below:

Change to take effect	Application Deadline
January 2018	31/10/2018
April 2018	28/02/2018
September 2018	31/05/2018

Cost of additional sessions

Prices for additional sessions are as follows:

Full Day (AM, LUNCH and PM)	£31.00
Half Day (AM and Lunch OR PM and Lunch)	£18.00
Lunch Session (Includes Hot Meal)	£5.00

If you wish to purchase more sessions you can do so at £18.00 per session or £31 for the day. These prices include a free school lunch.

We are unable to offer occasional hours.

Payment for Additional sessions

Invoices will be issued termly in advance and payment is split into two instalments. Payment of each instalment will need to be made in full by the due date specified on the invoice. Missed sessions are unable to be refunded or carried forward.

Failure to pay invoices by the due date may result in your child's additional sessions being declined.

30 Hour Childcare

If you are eligible for the Government funded 30 hour childcare provision you will be required to provide proof of this entitlement. Please visit the www.childcarechoices.gov.uk website for full information about how to apply for this entitlement.

It is your responsibility to renew your entitlement every 3 months, and to inform the school of your renewed eligibility. Should your eligibility cease and we are not informed you will then be liable to any additional session charges.

Parental Declaration Forms

Parents will be required to complete Parental Declaration Forms setting out the sessions your child attends. These must be completed and returned before we are able to access the 15 funded hours for your child. Should you be entitled to the 30 hour provision, then you will also need to complete the relevant section on this form. This form will need to be completed on a termly basis.

Reduction of sessions

As we are an education based setting we need to ensure staffing levels are appropriate. We will look at each request to reduce your child's hours under extenuating circumstances.

Absences

If your child is unwell and unable to attend nursery, please telephone the school so that Nursery staff can be informed.

Lunch

A hot meal is provided within the lunchtime session. Should your child have any specific dietary requirements please ensure that this is notified, in writing, to the office and the Nursery staff. Menus are available on the school website.

PLEASE NOTE THAT ATTENDANCE AT OUR NURSERY GIVES NO GUARANTEE THAT YOUR CHILD WILL GAIN A RECEPTION PLACE AT THE SCHOOL. YOU MUST APPLY SEPARATELY FOR YOUR CHILD TO GO TO PRIMARY SCHOOL.