

23. Nursery Admissions and Charging Policy Academic Year 2018 -19



PLEASE NOTE THAT THE CONTENTS OF THIS POLICY DOCUMENT ARE FOR INFORMATION ONLY AND WILL BE REVIEWED IN MAY 2019, FOR SEPTEMBER 2019 ENTRY.

Inclusion

Priory Nursery aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Priory Nursery is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs and abilities.

Entitlement to Nursery Education

Priory Nursery offers 3 and 4 year olds the entitled 15 hours weekly, free nursery education for 38 weeks of the year, during term time. (We may be able to offer rising 3 places, subject to the eligibility and availability of places).

Our session times are as follows:

Morning session: 8.30am to 11.30am
Afternoon session: 12.30pm to 3.30pm
Full day: 8.30am to 3.30pm

The 15 hour free entitlement will be made up using 5 x 3 hour morning or afternoon sessions. Additional sessions can be purchased on a termly basis subject to availability and the completion of a parent/school contract.

From the 1st September 2017 the government introduced an extended entitlement to early learning for working families. Priory School offers 30 hours extended entitlement but this is dependent on parents meeting the eligibility criteria set out by the government and availability of places. You must apply for your extended entitlement through the HMRC online eligibility checking system by going to <https://childcare-support.tax.service.gov.uk/par/app/applynow>. If you meet the criteria you will be given an Eligibility Reference Number and eligibility start date. You will then need to provide us with this reference number so that we can validate the code and your child will be put on the waiting list until a place becomes available. You will be required to reconfirm your eligibility on a termly basis to be able to continue with 30 hours. If eligibility stops you will be offered the statutory 15 funded hours.

Funded 30 Nursery hours will be from Monday to Friday, 8.30 to 15.30. Please note there will be an additional charge of £5.00 per day to cover the lunch period, which is not included in your 30 hour entitlement. A hot dinner will be provided for your child.

Priory also offers a Breakfast and After School club. Please email office@prioryschool.com for further details.

Admissions Policy

The responsibility for determining the admissions for nursery age children lies with the governing body of Priory school.

Priory school has 35 places available for nursery age children in both the morning and afternoon sessions.

The governing body has agreed that any available sessions, over and above the 15 hours free weekly provision, will be chargeable.

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If the number of applications exceeds the number of places available, priority will be given to applications in the order set out below:

1. Looked After Children in the care of a Local Authority who live in the area served by the school.
2. Children with a statement of Special Education Needs, where Priory School is named on the statement.
3. Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person, such as a doctor or social worker, and returned with the application form. (Examples of strong medical or social grounds could be serious domestic or family problems or the child having a chronic medical condition).
4. Children living within the area served by the school and having a sibling attending the school at the closing date for application and also at the time of the child's admission to school. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
5. Children living within the area served by the school at the closing date for application and also at the time of the child's admission to school.
6. Children having a sibling attending the school at the closing date for application and also at the time of the child's admission to school. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
7. Proximity of the applicant's home to the school, with those living nearest by the shortest safe walking route being accorded priority. Distance will be measured from the home address to the school using Multimap.
8. Recruitment and retention of staff.

Pupils will be admitted without reference to aptitude or ability.

Verification of the applicant's permanent residence at the time of allocation will be required before a school place can be offered. This documentation e.g. Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. as decided annually by the Admissions Panel. If your address is a rented property the original properly witnessed lease, signed by a solicitor, must be provided – we will not accept photocopies or downloaded agreements. The tenancy agreement must extend at least 6 months beyond the admissions date. The governors define a permanent residence to be where the family live, eat and sleep 7 days per week. DfES Code of Practice states an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent / carer is made (eg a false claim of residency in a catchment area). The burden of proof lies with you and your application.

Additional Nursery Sessions and Charges

Additional nursery sessions (including an hour for lunch, a hot dinner will be provided) are subject to availability and will be allocated on a first come, first served basis. Hours will be 8.30 am to 3.30 pm.

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Sessions will be charged at £25.00 and this charge will be reviewed annually. There is no discount available for part sessions.

Any additional sessions and charges will be outlined in the parent/school contract.

Additional sessions must be arranged termly in advance in agreement with the school.

A half term's notice will be required if parents wish to cancel additional sessions at Priory Nursery. We reserve the right to charge a half term's fees should parents not give appropriate notice.

Sessions will still be charged if a child is ill or on holiday. Any incidents of long term absence should be discussed with the school.

Payment Methods

You will be charged on the 15th of the month for the forthcoming month. The fee will be added to www.ParentPay.com for you to pay electronically. To pay in cash, you will need to collect a bar coded letter from the school office and take to your local PayPoint store. You need to activate your ParentPay account in order to access this information, activation letters are available from the school office. A text will be sent requesting payment. Payment must be made within 2 weeks of receipt of text. Payments cannot overrun to the following month. If we do not receive payment from you by this time then the nursery place will be withdrawn and offered to another child.

The Headteacher and the governing body reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

Payment Arrears

Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 2 weeks will result in the child's additional sessions at the nursery being withdrawn.

Cancellation of Contract

The cancellation of 30 hour and 15 hour free entitlement sessions can be made at any time.

To cancel additional (charged) sessions, a half term's notice will be required.

Any permanently cancelled sessions will be made available to children on the nursery waiting list.

Once additional sessions are cancelled school can not guarantee re-instating them.

For Further information on admission to Priory School, please contact Nicky Whitaker at admissions@prioryschool.com.

Responsible for policy: Mrs J Laver
Review: May 2018