



Woodford Church of England Primary School and Nursery

Nursery Admission policy

Key Manager	Vice Principal Woodford Primary School
Ratified by Governors	February 2021
Review Dates	September 2021
Location of Policy	Trust Intranet
Access to Policy	Open
Policy Context	This policy applies to all Woodford Primary school only and does not relate to any other nursery arrangements within the Trust

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
February 2021	New policy	All	ME	

The Nursery provides sessional and school hour care for children aged 2 – 4 years old. Nursery childcare is available 9am-12pm or 9am-3pm, Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.

Nursery Admissions

At Woodford Church of England Primary School and Nursery, places are allocated on a strictly first come, first served basis for children. Parents/carers are asked to agree formally to the published free entitlement criteria and use this funding to secure a place at our Nursery (max. 15 or 30 hours). Parents/carers can fund extra spaces, subject to availability. We may operate a reserve list if needed. We are accommodating of families who would like to use part of their free 15 or 30 hours entitlement at our Nursery and use the remainder with another provider such as a childminder. These preferences do not affect our first come, first served Nursery admissions policy.

Charging Information

1. Free Funded Places:

1.1. All children are entitled to a free funded place for 15 hours a week for 3-4 year olds. We also offer 2 year old funding, for parents/carers who are eligible.



1.2. Funded sessions are from 9am-12pm or 9am-3pm, Monday to Friday.

1.3. A funding form will be sent to parents/carers to complete to ensure funding is received in the following term. This form must be fully completed and signed by the parent. All information relating to accessing funding and eligibility can be found at Northamptonshire County Council website (see link below).

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/childcare-funding.aspx>

2. 30 hours funding entitlement:

2.1. Children whose parents/carers are eligible for the 30 hours funding entitlement are offered further funded sessions.

2.2. Parents/carers must apply for an eligibility code online.

2.3. An eligibility code must be checked every 3 months by the parent/carer in order for this entitlement to continue. This is the responsibility of HMRC to notify parents/carers that they are required to re-apply for eligibility and the parent's/carer's responsibility to notify the Nursery of the new code.

2.5. A funding form will be sent to parents/carers to complete to ensure funding is received in the following term. This form must be fully completed, including the current eligibility code, and signed by the parent/carer.

2.6. No charge will be made to parents/carers for these funded hours unless a session is missed due to an unauthorised absence (please see section 9).

3. Unfunded Childcare:

3.1. Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement can book and pay for additional sessions, Monday to Friday, term time only.

3.2. These are currently charged at £15 per session and must be pre-booked after discussions with the Nursery staff.

3.3. Once booked, these sessions cannot be cancelled; however additional sessions can be added if required with agreement of the Nursery staff.

3.4. An invoice is produced half termly once sessions are confirmed and payment is via cash or cheque made payable to Nene Education Trust.

3.5. Payment will still be required for booked sessions even if your child does not attend (see section 9).

4. Lunch:

4.1. Children who are staying from 9am-3pm are invited to bring their own packed lunch or parents/carers can book a hot lunch via School grid at <http://www.live-kitchen.co.uk>.

5. Snacks:

5.1. Nursery children receive a free funded snack and portion of fruit during each morning session.

6. Increase in fees:

6.1. If we need to increase fees for unfunded sessions, we will give you one term's notice.



7. Payment terms:

7.1. A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.

7.2. No 'top-up' fees will be charged to subsidise funded entitlements.

7.3. Once an invoice is raised for unfunded childcare fees, payment must be made within 2 weeks. Invoices will not be raised if all hours are covered by the funding entitlement and the balance is zero.

7.4. A reminder will be sent if payment is not received after this time period. Unfunded sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the Nursery Staff as soon as possible. Payment of unpaid fees will normally be pursued through the small claims court.

8. Absence during funded hours (15 and 30 hour funding if applicable):

8.1. If your child is absent from school due to illness or an authorised absence there will be no charge.

8.2 Persistent absences can result in your child's place and funding being withdrawn.

9. Absence during pre-booked unfunded afternoon hours:

9.1. If your child is absent from Nursery for any reason and the session has been pre-booked, this will still be charged.

9.2 Late collection fees

All parents/carers will be given a five minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended (12.05 p.m. or 3.05 p.m.), then a £10.00 charge will be levied and for every ten minutes thereafter. If you are late collecting your child, they will be cared for where possible, by their key person and a senior member of staff. Your child will be inside the Nursery and reassured by the staff members. Any specific needs will be addressed.

If your child(ren) remains uncollected 5 minutes over the set time:

Nursery Manager and staff team will be made aware of the situation. No late fee is charged unless this becomes a regular occurrence.

If your child(ren) remains uncollected 5-10 minutes over the set time:

The parents or carers will be contacted; late stay fees will be collected of £10.

If your child(ren) remains uncollected 10-20 minutes over the set time:

The manager/deputy manager will contact the first emergency contact on your child's contact card. Please note this will not happen if the manager has been successful in contacting the parent/carer due to collect the child. Late stay fees will still be collected of £20

10. Unavoidable school closures:

10.1. The school policy and procedures apply. Nursery is closed for the main school holidays and training days. Should the Nursery be closed for reasons beyond our control, such as adverse weather conditions, you will still be charged for any pre-booked unfunded sessions as the Nursery will still need to cover staffing costs. Funded sessions will not have any additional charges for parents as the school can claim Local Authority funding for short term school closures.

11. Trips and activities:

11.1. Nursery may run a small number of trips and activities throughout the year. Due to additional costs to the school, parents/carers will be asked for a voluntary contribution towards the activity for additional resources or trip costs such as coaches and entrance fees. No invoice will be raised for this contribution.

12. Early Years Pupil Premium (EYPP):

12.1. For children who may be eligible for Early Years Pupil Premium (EYPP), parents/carers should complete the relevant section on the funding claim form.

12.2. Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

13. Disability Access Fund

13.1. If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.

13.2. Parents/carers need to visit the school office to complete an application form for the Nursery to claim this funding.