

Hillside Primary School

# Nursery Admissions & Charging Policy



## **Introduction**

This policy is available to all families as part of the registration process and covers both arrangements for admissions and charging for all additional services provided before or after normal school hours. It also addresses our policy regarding activities during what normally would be considered, 'closed periods' – holidays and weekends.

All services are provided on the understanding that they can be withdrawn if they are no longer viable through lack of interest.

The policy also addresses the issue of authorised educational activities and visits during normal school hours and as part of the educational provision.

## **Admission of children to Nursery Class**

We offer a 48 place Nursery attached to the school. There are 24 places in the morning and 24 places in the afternoon.

High quality provision is offered for 3 hours in the morning (08.45-11.45) and 3 hours in the afternoon (12.45-15.45).

Nursery has one main intake in September, when we are usually able to offer all of the sessions that you require. We may also be able to offer places in January and April, although we can't guarantee that we will have many, or any sessions available. Children can join the nursery as soon as they've had their third birthday, if places are available. However, if they start during the term that they turn three, they won't be eligible for funded places (see below).

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

If you would like to apply for a Nursery class place at Hillside Primary please contact the school office.

It is important that you make sure that the school has received the application for a place for your child by the term before their third birthday. As part of the admission process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will not be retained, but may be requested again at a later date.

If there are more applications than places available, we will follow the order of priority criteria for general school admissions set by the Local Authority.

**Please note that if your child is given a place in the Nursery class, it does not mean that he or she will automatically have an admission place in the Reception Year. You will have to**

**apply separately for a place for your child in the Reception Class, via Norfolk County Council.**

### **Funded Places**

Hillside Primary Nursery supports the entitlement to free 15 hours early years provision for 3 and 4 year olds and the 30 hours free childcare to those families who meet the criteria. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. Parents will also not be charged any registration fees.

Universal free 15 hours provision is available from the term following a child’s third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances. Funded sessions are available from 08.45-12.45 and 12.45-15.45.

The Nursery is open term time only and is closed for teacher training days.

### **Funding is available as follows:**

A child born in the period 1st April to 31st August	Will become eligible for a free place 1st September following child’s 3rd birthday (Autumn school term)
1st September to 31st December	1st January following child’s 3rd birthday (Spring school Term)
1st January to 31st March	1st April following child’s 3rd birthday (Summer school Term)

### **Full and extended day options**

Children can attend a full day session from 08.45 until 15.45.

If you would like your child to stay for Lunch Club (11.45-12.45), this time can be included in their 15/30 hour funding entitlement. However, once the full 15/30 hour funding is used, you will be charged an additional £4.50 for this period of time. However, places are limited and priority will be given to children attending a full day. Whilst you are welcome to send your child with a healthy packed lunch, you can also purchase a cooked school lunch for £2.40.

We are also able to offer a Breakfast Club (08.00-08.45), at an additional cost of £3.50 a session.

### **Additional sessions and costs**

If you would like to book extra sessions/days outside of the funded hours, we will charge £13.50 for a morning (08.45-11.45) or an afternoon session (12.45-15.45), or £31.50 for a full day (08.45-15.45) including the additional fee for Lunch Club.

We are only able to provide full sessions and therefore, if your child’s sessions extend beyond the 15/30 hour funding, you will be charged for the full morning, afternoon or day, regardless of whether they are there for the whole session or not.

Payment in advance is required at the beginning of every term for any additional hours over and above the 15/30 hours per week free entitlement. Invoices will be sent out and full payment is required within 4 weeks of the invoice date.

Parents and carers will not be charged a top up fee to recover income where the setting’s hourly rate is greater than the rate we receive from the local authority.

### **Payment methods**

Payment is by Parentpay, cheque, cash payments or child care vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent. If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk.

A retainer fee can be charged where a parent/carer wishes to ensure their childcare arrangement is secured during a long absence when the setting would normally open for business.

### **Cancellation policy / Illness**

Once you have booked any additional paid for sessions, you are obliged to pay, even if your child does not attend for any reason including illness and holidays. This also applies to Lunch Club. You do not have to pay for funded places if your child does not attend.

### **Unavoidable closure of the school**

Should the school be closed for reasons beyond our control you will not be charged for any sessions affected.

### **Notice period**

We ask that parents give as much notice as possible with the minimum being one month. Any payment that has been made for a place within the notice period will not be refunded and further payment will be required to complete your commitment to the end of the notice period.

### **Late payment /debt collection policy**

In cases where payment is late without prior agreement your child's place will be terminated for chargeable sessions. Your child will still be able to attend any funded sessions that they are entitled to. If payments are not recovered in accordance with our Bad Debt policy any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

### **Voluntary contributions**

Voluntary contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

### **Additional fees**

Hillside Primary Nursery reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes or part there of, to cover the additional staff costs incurred.

### **Review and Monitoring**

Next Review Mar 2025