

Nursery Admission and Charging Policy



St. Andrew's

Church of England Primary School

ENRICHING LIVES

Our Vision.....

We believe that every person in our school community should flourish and broaden their horizons. Therefore, it is the element of 'enrichment' that defines our school; we are a church school that endeavours to provide the widest of opportunities for all.

Within our caring and nurturing environment and guided by our shared Christian values, we aim to ensure that all voices in our school family can be heard and all are engaged in learning that develops and challenges them, excites their imagination and provides an opportunity to achieve their full potential.

We see everyone and everything as valued in the eyes of God and recognise that all the members of our family are individuals as we work together towards a society of mutual respect, compassion and justice.

Even the smallest person can change the course of the future."

..... JRR Tolkien

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1. IMPORTANT: Admission to St Andrew's Nursery does not guarantee admission to the main school Primary Phase. Please refer to the separate Admissions Criteria for St Andrew's Church of England Primary School.

We are an inclusive Nursery that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. The level of ability of a child or any special needs that he/she may have plays no part in the Admissions Policy of this Nursery. It is our wish to allow parents the right to have a place at the Nursery of their choice; however, this is not always possible owing to the excess demand on the Nursery places available.

The Nursery class at St Andrew's admits children aged between three and four years old. The maximum number of children per session is 16. Children can start nursery from their 3rd birthday.

As our School is an Academy, and the School determines the admission arrangements in agreement with the Local Authority, the Governors are the "Admissions Authority" for the School.

St Andrew's Nursery offer 15 hour and 30 hour funded places within our Nursery classroom from 8.45am-3.15pm. Nursery aged children are eligible to attend the school's Breakfast Club but are not eligible to attend the school's Afterschool Club. Funded hours cannot be used for our Breakfast Club facility.

2. The Nursery "Consideration List"

You can inform the school of your child's details via the Expressions of Interest Form – Nursery which is on the school website. Once a completed Expressions of Interest Form is received by the school office, the details will be reviewed and the child will be added to the consideration list. The school Office will email the parent/carer to confirm this and to provide some further information regarding our Nursery and the funding that is available to parents.

The length of time children are on the consideration list in no way influences the decisions about places. No child will be placed on the consideration list until they have reached their second birthday.

The consideration list will be reviewed on the following dates

- Starting Nursery in Term 1 (Between Sept – Oct) 2026, consideration list reviewed on 08.06.2026
- Starting Nursery in Term 2 (Between Oct – Dec) 2026, consideration list reviewed on 14.09.2026
- Starting Nursery in Term 3 (Between Jan – Feb) 2027, consideration list will be reviewed on 09.11.2026
- Starting Nursery in Term 4 (Between Feb-Apr) 2027, consideration list will be reviewed on 11.01.2027
- Starting Nursery in Term 5 (Between Apr-May) 2027, consideration list will be reviewed on 01.03.2027
- Starting Nursery in Summer (Between Jun-July) 2027, consideration list reviewed on 26.04.2027

After reviewing the consideration list the School Office will contact all families with a child turning three during the next term and subject to availability offer a Nursery place.

The School Office will send out a Nursery Admission Pack which includes a Nursery Registration Form. The forms within the pack should be completed and returned to the School Office at the earliest opportunity. Please note that the school will also need to see a Birth Certificate for each child. The School will agree a Nursery start date (which will always be after the child has turned three) once all the relevant information has been received and a start date has been agreed. Parents will need to sign a Nursery Contract ensuring they are in agreement with the terms of this policy. If a place has been offered but all the paperwork required is not received by the School Office before the start of the term in which the child turns three, the offer of a place will be withdrawn.

Any spare places will be offered to children who join the consideration list after the review date where the child is turning three during the upcoming term.

If there are more applications than places then the over subscription criteria will be used to decide who should be offered the place up to the maximum permitted by our published admission number. This will only be exceeded where the code makes an exception. When necessary, decisions over admissions will be made by the Nursery Admissions Panel of the School's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options. Decisions will be final and there is no right of appeal.

Parents are welcome to arrange a visit to the Nursery, prior to submitting a completed Nursery Admission Pack.

3. Over-Subscription Criteria

The School will meet its statutory duty to fair access and will also admit a child with a Statement of Special Educational Needs where the Nursery is named, and thereafter in the case where applications exceed places, The following over-subscription criteria will be used to allocate places in the following priority order:

- (i) the Governors will meet their legal obligations towards children who are in public care and children who were in public care but who have ceased to be so because they have been adopted or become subject to a residence order or special guardianship order
- (ii) parents who have a sibling currently attending the School or Nursery who will still be attending when the child is due to start
- (iii) those pupils who live the closest to school in terms of distance

In the unlikely event that distance does not resolve the matter and if two or more children are tied for the last place at the school, a lottery will be drawn by an independent person, not employed by the school.

4. Fair Access Protocol

The School will meet its statutory duty to fair access as identified in current legislation.

5. Reserved List

Pupils who are not offered a place into Nursery will have their names added back to the consideration list. This list will be used if the number of children falls below the published admission number.

6. Publishing Admissions Arrangements

The School Nursery will publish the admissions arrangements on the School's website.

7. School Uniform

The children of St Andrew's Nursery are expected to wear the same uniform as the EYFS children at the main school. Uniform is available on-line via:

<https://www.nationwideschooluniforms.co.uk/school-uniform/primary-school/st-andrew-s>

Parents in receipt of income support will have the sweat shirt and t-shirt subsidised, if requested. We also have a uniform bank offering free school uniform for all year groups.

8. Early Years Entitlement

The long term after your child's third birthday, he/she will be entitled to 15 funded hours per week. Funding can be split between providers if necessary.

To claim your 15 funded hours per week you must complete a Parent Declaration form (included within the Nursery Admission Pack and available separately on the school website). If the Parent Declaration Form is not returned we will be unable to provide your child with the 15 funded hours.

On the Parent Declaration Form you should state how many of your funded 15 hours you wish to take at St Andrew's Nursery. Once your form is verified your account will be credited with the number of funded hours to be taken at St Andrew's Nursery.

Following the more recent changes to Early Years Funding, if your child is currently eligible to 2 year old funding, we are able to claim funded hours for them as soon as they start with us following their third birthday. This means if your child starts nursery after their third birthday but before they become eligible for 3 year old funding we can claim the 2 year old funding instead subject to eligibility for 2 year old funding.

9. Additional 15 hours Early Years Funding

The Government increased the entitlement for eligible working parents of 3 and 4 year-olds from 1 September 2017. Eligible working parents will be entitled to an additional 15 hours of free childcare a week resulting in a maximum of 30 funded hours per week. St Andrew's Nursery offer additional

15 hours funding across 38 weeks per year (school term time). A parent can only claim the additional 15 hours funding in the term following their child's third birthday and the term following receipt of their eligibility code (whichever is the later). Full details about the additional 15 funded hours can be found on the Childcare Choices and the Childcare Calculator websites and you can use the 30hrs Eligibility Guide to help ascertain if you are eligible:

<https://www.childcarechoices.gov.uk/>

Parents will need to apply for the additional 15 hours funding via the digital childcare service or in some circumstances by phone using the childcare service Customer Interaction Centre. You will be required to create a Government Gateway account if you do not already have one. Parents can find details and instructions on how to register for a Government Gateway account at gov.uk

If your application is successful you will be given an 11-digit eligibility code which should be entered on your Parent Declaration Form. Funding can be split between providers if necessary. This form should be handed to the School Office as soon as you receive it. The eligibility code will be entered into the Lincolnshire County Council checking system for verification, once received the eligible additional hours taken at St Andrew's Nursery will be credited to your account from the start of the term following their child's third birthday and the term following receipt of their eligibility code (whichever is the later).

Funded hours falling on bank holidays when the school is not open will be lost and parents will be unable to use these hours on another day.

10. Reconfirmation of Additional 15 Hours Eligibility

Every 3 months parents will need to reconfirm that the details they entered on their additional 15 hours application are still accurate – this is to check that you are still eligible. You will be prompted by text message and/or email four weeks before your reconfirmation deadline. Parents that completed their original application over the phone will need to phone the Customer Interaction Centre to reconfirm their eligibility.

A grace period enables parents to retain their childcare place for a short period if they become ineligible for the additional 15 hours funding. Details of your individual grace period are provided on your Government Gateway account.

11. Absence

In line with Lincolnshire County Council guidance, St Andrew's Nursery will keep accurate attendance registers of all children and ensure all non-attendance is recorded appropriately. St Andrew's Nursery will support families where non-attendance is on-going and will liaise with the Early Year Locality Team to request support or discuss concerns. Where a child has a recurring period of absence or extended period of absence (eg 10 continuous days of absence or every Friday off) St Andrew's Nursery will inform Early Years and Childcare Support.

12. Non-funded Nursery Hours & charges

Nursery sessions booked over and beyond those in the annual contract will be charged directly to the parent at £6.50 per hour. These payments should be made via the online payment system as detailed below. The cost of our nursery sessions will be reviewed by the Governing Body regularly and may be subject to change during the academic year.

13. Admissions & Bookings

Parents are required to sign up to an annual contract for the regular nursery sessions their child requires throughout the year. These bookings will then be fixed for the full year, and subject to the cancellation period stated below. Nursery sessions booked which are not funded by Lincolnshire County Council Early Years Team will be charged directly to the parent via the online payment system at a rate of £6.50 per hour.

Once a nursery contract has been agreed by the school, the parent will receive a copy of their contract signed by the Headteacher and bookings will be uploaded onto the online system by the School Office.

If any additional bookings are required the parent should contact the School Office by telephone or email to arrange. Once a session is fully booked no further bookings can be made.

Parents must ensure that they read the cancellation terms carefully before they make their Nursery contract request or book any ad hoc nursery sessions.

14. Payments of non-funded Nursery hours

The cost of each non-funded session is £6.50 per hour per child based on the sessions below:

8.45am - 11.45am costing £19.50

11.45am – 2.45pm costing £19.50

8.45am – 2.45pm costing £39.00

8.45am – 3.15pm costing £42.25

We are not able to offer hourly rates or part sessions in the Nursery. The cost of our nursery sessions will be reviewed by the Governing Body regularly and may be subject to change during the academic year.

Once contract bookings have been uploaded to the online payments system, any payment will be due within 1 week after funded hours have been applied to your account. Any short term ad-hoc bookings must be paid for within 1 week of the session. Payments should be made using the on-line payment system. Please note that the school will accept childcare vouchers for payment of Nursery sessions but you must ensure that money is received by the School prior to making your bookings and parents should allow at least 10 days for childcare vouchers to be processed. In exceptional circumstances special arrangements may be made whereby Nursery bookings can be

made before payment via childcare vouchers (this must be arranged in advance with the School Office).

If parents wish to increase their contracted nursery sessions during the school year, this request needs to be made in writing by email to enquiries@st-andrews-woodhall.lincs.sch.uk This request will be agreed subject to availability and a revised contract issued.

15. Additional Charges

The school will not raise charges for any additional items/services such as food, nappies, suncream etc. Any additional supplies such as nappies are to be provided by parents and passed onto our Nursery staff as and when required.

Parents are asked to provide a healthy packed lunch (No fizzy drinks) for their child if they are attending Nursery during lunchtime which is between 12 and 12.30 pm. Parents can book and pay directly for a hot school meal provided by The Farm Kitchen, details regarding this are included in our Registration Pack.

As part of the registration process we request permission to carry out an Early Years Pupil Premium check (EYPP). Children who are eligible for EYPP and who attend sessions before or after lunch will be entitled to free school meals. The School Office will discuss this with you if you are eligible.

16. Arrears

If you have individual financial circumstances which are affecting your booking, please contact the School Office at the earliest opportunity to discuss possible personal payment arrangements.

The Governors have agreed the following policy should an online payment system account go into arrears:

- Account holders with an arrears balance will be notified by text.
- A further reminder text will be sent.
- If any charges remain unpaid for more than 3 term time weeks since the due date, the account can be frozen to prevent any bookings of Breakfast & Afterschool Club sessions, Nursery sessions and outside activities. The account holder will be informed in writing and told that no further bookings can be made until the account is settled. Breakfast & Afterschool Club and Nursery sessions already booked will be able to be accessed. The account holder will be invited to discuss a manageable payment plan of the amount in arrears and the account will be un-frozen once payment had been received.

17. Cancellations & Non attendance

Please note that parents will be able to cancel contracted sessions for the rest of the academic year when at least one full term's notice is given in writing to enquiries@st-andrews-woodhall.lincs.sch.uk Any payable booked sessions during the notice period must be paid for, except in exceptional circumstances (as detailed within the policy).

Nursery sessions booked on an ad hoc basis are not cancellable and must be paid for, except in exceptional circumstances (see below). If your child no longer needs to use the Nursery session you must contact the School office by phone, email or letter to give notice (enquiries@st-andrews-woodhall.lincs.sch.uk). The notice period is two weeks.

If your child will be absent from a booked Nursery session at very short notice (within 24 hours of the session), you should telephone the School office directly so that we can inform the Nursery staff.

Where you must cancel a session owing to exceptional circumstances you will not be charged.

Exceptional circumstances are those where a child is unable to attend or the place is not needed for reasons beyond your control – for example bereavement.

Discretionary non-attendance such as due to parental leave from work is not considered exceptional.

The School's decision on whether a circumstance is deemed to be exceptional is final. You may contact the School directly by phone, email or letter to inform the school of the circumstances regarding a cancellation and you will be informed subsequently whether it has been agreed that the cancellation is considered to be an exceptional circumstance. If this is the case, you will not be charged and the booking will be deleted from your account.

18. Termination of Contract

Where a parent no longer wishes their child to attend St Andrew's Nursery they should provide at least one full term's notice in writing to enquiries@st-andrews-woodhall.lincs.sch.uk. Any payable booked sessions during the notice period must be paid for, except in exceptional circumstances (as detailed within the policy).

19. Collections

Parents/Carers are expected to collect their children at the appropriate time.

If someone other than a parent is collecting your child you must inform the School by phone or preferably speak to the Nursery teacher at the start of the day/session.

20. Penalty Clause

The School fully appreciates that parents and carers may very occasionally be late in collecting children and should this happen we would need to be notified so that we can make appropriate arrangements.

However, where this occurs more than once in 10 working days for a period exceeding 10 minutes, then we will write to advise you that an additional charge would be due of £10.00 and an additional £5.00 per 5 minute block thereafter.

Unfortunately, if this additional charge is not paid within 5 working days or 3 charges are incurred over a 30 working day period then the school reserves the right to withdraw the offer of a place.

21. Behaviour

We expect the same levels of good behaviour from children in the Nursery as we do in School. Where the Nursery staff have concerns about a child's behaviour this will be dealt with in the first instance by the teacher who will talk to your child. If your child's behaviour does not improve you will be contacted by the class teacher to discuss the issue.

The Nursery follows the School Behaviour Policy.

22. Complaints

The Nursery follows the School Complaints Policy.

Notes

Please note under the terms of this Policy the following applies:

- a child in public care, sometimes referred to as 'looked-after', is a child who is in the care of a Local Authority or provided with accommodation by them in accordance with section 22 of the Children Act 1989 at the time of the application. This definition includes previously looked after children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order. All Schools and Academies are required to give first priority to these children in their oversubscription criteria.
- a parent is defined as a person who has parental responsibility or care of the children as defined in the 1989 Children Act or as defined for these purposes in Section 575 of the Education Act 1996
- the child's home address is the address where they live for the majority of the school term time with a parent as defined above
- a sibling is either a full brother or full sister, whether or not resident in the same household.
- a sibling may also be defined as another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.