



# Primary Nursery Admissions Policy and Terms and Conditions 2021-2022

Policy Originator	Sarah Obinna	Monitoring & Evaluation By	Sarah Obinna
Group Responsible	SSB	Date Approved	Summer 1 2020
Review Cycle	Annually	Review Period	Summer 1 2021

## School Vision

We will instil aspiration and high expectations for learning to empower every child to become a successful citizen of the world through excellence in all that we do

**DREAM | BELIEVE | ACHIEVE**



We propose to operate\*:

- 15hrs part time sessions of 2 full days and half day (either beginning or end of week)
- 30hrs full time sessions of 5 days per week with a small lunch fee
- 2yr old funded (FEET/FEE) are offered their 15hrs as above for 15 hours 3-year-olds.

\*All subject to change according to Trustees, Government funding and/or School need

In line with good practise for Early Years we operate a staggered start system for all nursery children, this ensures that they feel happy and relaxed starting nursery and enables a close working relationship with our families.

Children will typically be staggered within their first week of starting nursery. The nursery team reserve the right to make adjustments to a child's sessions to support a positive transition in working towards attending their 15hr or 30hrs provision.

	<b>Nursery Sessions</b>	<b>Funding accessible</b>	<b>Weekly fees for 3 yr olds</b>	<b>Weekly fees for 2 yr olds</b>
N/A	Breakfast Club (Reception -Yr6)	not available	not available	not available
15hrs beginning of the week (15 hours 30 mins)	2.5 days - Monday and Tuesday 8:40-3:15pm – 6 hours 35mins (13hrs 10mins)  Wednesday morning 8:40am- 11am (2hrs 20mins)	FEE, FEET universal 15hrs	£82.50	£97.50
15hrs end of the week (15 hours 25 mins)	2.5 days – Wednesday afternoon 1.00pm-3:15pm – (2hrs 15mins)  Thursday and Friday 8:40- 3.15 6hours 35mins (13 hours, 10 mins)	FEE, FEET universal 15hrs	£82.50	£97.50
30 hrs over the week (32hr 55mins)	Monday, Tuesday, Wednesday, Thursday, Friday 8:40am-3:15pm (32hrs 55min)	30 hour code	£165.00	not available
30 hrs children lunch time across the week	30hrs children staying for lunch, there is a small charge of £2.75 per day for this.	not available	£13.75 per week (invoiced half-termly)	not available
Top up session for Wednesday afternoon (children attending 15hrs at the beginning of the week)	Wednesday afternoon from 11am- 3:15pm (where we can accommodate)	Not available	£22.00 per week (invoiced half-termly)	Not available

Top up session for Wednesday morning (children attending 15hrs at the end of the week)	Wednesday morning from 8:40am-1pm (where we can accommodate)	Not available	£22.00 per week (invoiced half-termly)	Not available
School hot lunch	School lunch not included- please choose to bring a healthy packed lunch or pay for a school hot lunch at £2.35 daily	not available	£2.35	£2.35
N/A	Afterschool Club (Reception -Yr 6)	not available	not available	not available

(Funding entitlement of 15/30 hours per week is even greater than needed to allow for INSET and early half-day closures)

### ADMISSIONS CRITERIA

The admission of Nursery children is delegated to the School Strategy Board (SSB) of Hardwick Primary School by the Board of Trustees of GLF Schools. Parents wishing to apply for a place for initial entry in September 2021 must fully complete the online application form below and submit by February 2021.

When the Nursery is over-subscribed, the SSB will consider applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

#### **Places for all children is in priority of order of the below firstly academic year in each category a-e before going onto the next age group.**

1. Children who will turn 4 years old between 1 September 2021 to 31 August 2022 (this is to give priority to older children who will be due to transfer to Reception in the next academic year September 2022 and hence only have one year left to attend nursery).
2. Children who will be 3 years old between 1 September 2021 and 31 August 2022 (these children will be able to stay on in nursery for another year in 2022/23 and will be due to start Reception in September 2023).

#### **a) Looked after and previously looked after children**

Looked after and previously looked after children will receive top priority. Looked after children and previously looked after children will be considered to be:

- Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) e.g. fostered or living in a children's home, at the time an application for Hardwick Primary School is made
- Children who have previously been in the care of a local authority, in accordance with section 22 of the Children Act 1989(a), and who have left care through adoption, a child arrangements order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and families Act of 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

**b) Children with an Education, Health and Care Plan (EHCP) that names Hardwick Primary School**

- Nursery will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.

**c) Where there is a social or medical need for a place at that school**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent or carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend Hardwick Primary School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a place should be made at Hardwick Primary School above any other.

**d) Children of staff employed at Hardwick Primary School** who have a permanent contract of employment with GLF Schools

**e) Children who will have a sibling at the school at the time of the child's admission**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

**Places for 2-year-olds**

- a) Children who are eligible for a FEET funding place, with oldest by term having priority
- b) Children who are 2 years old, with oldest by term having priority and subject to availability

When applications exceed the number of 2-year-old places, the same criteria applies as for 3 and 4 years olds (a) to (c/d) above. Information about Free Early Education and childcare for two-year-olds can be obtained from:

<https://www.oxfordshire.gov.uk/residents/children-education-and-families/early-years-education/free-education-2-year-olds>

Once children with FEET funding are placed on roll at nursery, they will be automatically entitled to take up a three-year-old place in our nursery and the number of places available for three-year-olds will reduce.

Where any category for either age group is oversubscribed applicants will be ranked according to the straight-line distance that they live from the school with priority being given to children who live closest to the school. Where any category for either age group is oversubscribed applicants will be ranked according to the walking distance they live from school, in metres, as given by Google Maps. If there are applicants living an equal distance from school, the applicants will be ranked by age.

The school will endeavour to inform parents of the outcome of their application by letter as soon as possible however before the end of May 2021.

If a parent is offered a place, they must confirm acceptance directly with the school by the date stipulated in their offer letter.

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the school reserves the right to withdraw any offer or a place, even if the child has already started at the school in Nursery.

The final decision with regard to admission and the allocation of sessions will rest with the Trust Board.

Where the nursery is oversubscribed it will operate a waiting list based on the oversubscription criteria without regard to the date of application was received or when a child's name was added to the waiting list.

**Admission to the school's nursery does not guarantee admission to the Reception class. Application for Reception must be made on a separate application in accordance with the Reception admission arrangements and be submitted by the statutory deadline.**

### **HARDWICK PRIMARY SCHOOL NURSERY TERMS AND CONDITIONS**

September 2021 – July 2022 Hardwick Primary Nursery is open Monday to Friday term-time only.

Our full school day hours are 8:40am-3:15pm, times are subject to change due to exceptional circumstances.

In accepting a place at Hardwick Primary School Nursery, parents are agreeing to the following terms:

#### **1. ADMISSIONS TO NURSERY:**

Children are normally admitted at the start of the Autumn, Spring and Summer terms unless there are exceptional circumstances. For applications on our waiting list, letters will be sent out at the beginning of the previous half term to confirm what sessions we can offer and a start date. The letter will also explain how we manage the transition into our nursery with home-visits and settling-in sessions.

1.1 Allocation of places are allocated using the Hardwick Primary School Admissions Policy.

1.2 Children who have started the academic year 2021/22 and who will remain in the nursery in the following September will be guaranteed the sessions that they currently attend.

1.3 Changes to nursery session require parents to submit a fresh application for any extra sessions / these will be allocated using the above criteria. Requests for changes must be emailed to [info@hardwickschool.org](mailto:info@hardwickschool.org)

1.4 If we have space to accommodate the change then this will happen from the beginning of the next half term.

1.5 One half term's written notice is required for the removal of a child from nursery or for a reduction / change in nursery hours. Where no notice is given, one term's fees will be charged and/or funding claimed.

1.6 The Headteacher may similarly cancel this Agreement half a term's written notice.

## 2. FUNDED HOURS

### 2.1 2-year-old Early Education Entitlement:

Children who are eligible for 15 hours of funded provision at 2 years will receive the funding if they turn 2 before the following cut-off funding dates of 31st August, 31st December and 31st March.

For example, if a child turns 2 on 28th August, the funding would be available for them to start on the first day of term after summer holidays, however, if a child turns 2 on 1st September, the funding would not be available until the following January.

### 2.2 Universal Funding:

From the beginning of the term after their 3rd birthday, every child is entitled to up to 15 hours of free childcare per week, for the 38 weeks that make up the school academic year. This is a total of 570 hours free care, and is known as Universal Funding. Children who are eligible for 15 hours of funded provision at 3 years will receive the funding if they turn 3 before the following cut-off funding dates of 31st August, 31st December and 31st March.

For example, if a child turns 3 on 28th August, the funding would be available for them to start on the first day of term after summer holidays, however, if a child turns 3 on 1st September, the funding would not be available until the following January.

### 2.3 Extended Offer Funding:

Some 3-year-old children are entitled to receive 30 hours free childcare per week, for the 38 weeks of the school year (1140 hours free care). For details of eligibility, visit this website: <https://www.gov.uk/30-hours-free-childcare>

## 3. FEES

**3.1** Fees will be payable to Hardwick Primary School and made to the bank account detailed on your invoice. Payments can also be made via your Parent pay account, by request. Fees can be paid via childcare voucher and or tax free childcare (parents are responsible for sending details of the provider to school) Our URN is: 146810

3.2 Note that the Local Authority does check funding status for all children at set points throughout the school year.

3.3 Payment is due in advance and is calculated weekly, Fees are payable in advance at the start of every half term. The payment due date will be stated on the invoice, however you can pay more into your account should you wish to.

3.4 Any Increase in fees will be advised in writing by the Headteacher giving at least four weeks' notice.

3.5 Fees paid for sessions not taken due to sickness, holidays are not refundable.

3.6 Overdue payments may result in correspondence being sent out by the School. Letters chasing overdue fees will incur an administration cost of £5 per letter.

3.7 The School will not charge for the funded 15 hours per week sessions as they are covered under the free early years provision component of your child's nursery care. The additional 15 hours free early years provision (totalling 30 hours) is not charged for whilst a current eligibility code is provided for exemption from fees. If an invalid code or no eligibility code is provided, fees will be charged at our current rates.

- 3.8 In return, you will complete any necessary forms required by the School in order to claim the free early years provision component of your child's nursery care from the local authority.
- 3.9 If your child is collected late you will be charged £5 for each 15 minutes or part thereof from the end of your contracted session to the time when you collect your child. This charge will be added to your fees.
- 3.10 The School nursery will be closed for bank holidays and for agreed training days. A list of these holidays can be found on the school website.
- 3.11 In exceptional circumstances there may be an event that triggers the closure of the School nursery for example transport strikes, severe adverse weather conditions, personal health or acts of terrorism. In such or similar circumstances, School will not be held responsible nor will we issue refunds for such forced closures.

#### **4. NON-PAYMENT:**

In the event of non-payment we will write to the parents/carers requesting payment. If parents are having difficulty making a payment at any time we recommend that they arrange a meeting with the Hardwick Primary School office as soon as possible to discuss the matter. Where there is no explanation for repeated late payment the school will contact the parents to discuss the following options:

- a. Arrangements to be made to pay in full within an agreed timespan.
- b. Reduce further debt occurring by reducing sessions.
- c. Arrangement of a payment plan i.e. an agreed amount to be paid at set times.
- d. Withdrawal of all sessions until debt is either cleared or to an acceptable level agreed by parents and school.

#### **Attendance**

5. Low attendance could lead to your child's place being revoked. Attendance in the early years is highly important, young children thrive on routine. Regular attendance enables your child to form special relationships with their peers and experience our ambitious curriculum to its fullest.

#### **6. LUNCHES**

4.1 Only full time children stay for lunch, there is a small charge of £2.75 per day for this session. Children staying all day need to bring a packed lunch. We can also provide a hot meal from the school kitchen at a cost of £2.35 per day, these would need to be booked and paid for in advance, using ParentPay, our cashless payment system.

## **7. COLLECTION ARRANGEMENTS FOR CHILDREN**

**7.1** You must ensure that your child is brought to and collected from School nursery by someone over the age of 16 years. We have a password system in place, you will have shared a password with school when completing the admissions form. In the event that your child is collected from nursery by someone other your emergency contact (even if they know your agreed password) we will phone to confirm arrangements with you, it is paramount that the nursery staff know who is collecting your child and that they use the agreed password.

## **8. ILLNESS**

8.1 The School nursery is not able to care for sick children and it is recommended that you follow NHS advice. If your child becomes ill or has an accident at the School nursery, you will be contacted and asked to collect your child from the School office.

You will provide and keep up to date details of your home, workplace and mobile telephone numbers together with details of any other person (such as a grandparent) to be contacted in the event of an emergency.

8.2 You will provide and keep up to date details of your home, workplace and mobile telephone numbers together with details of any other person to be contacted in the event of an emergency.

8.3 If your child is suffering from an infectious disease such as chickenpox, you must keep him/her away from nursery until he/she is symptom-free. In the case of diarrhoea and vomiting, there is a minimum 48-hour exclusion period after symptoms have ceased.

8.4 Prescribed and correctly labelled medication will be administered only with your written permission on the school medication request form obtainable from the school office. Regular medication needs a health care plan written and agreed with the school (e.g. inhaler).

## **9. TERMINATION OF THIS AGREEMENT BY THE NURSERY**

9.1 In the event of parents failing to pay the half term's fees and no arrangement to clear the arrears is made within 14 days, your child's place shall be withdrawn and the School nursery shall be entitled to serve a formal demand for payment of such monies.

**9.2** The School nursery follows the School Behaviour policy and after correct procedures are followed, this may require parents to withdraw or remove their child from School nursery in the event that the Headteacher considers the child to be disruptive or displaying inappropriate behaviour.

9.3 The School will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a nursery place.