



Shakespeare

Primary School

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**EYFS Nursery Admissions and Charging
Policy**

2022-2023



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What would you like to know?

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Aims

To clarify when children will be admitted to the Nursery using the eligibility criteria set out by the Free Early Education Entitlement.

- To explain the priority criteria which will be used when allocating places when the Nursery is oversubscribed.
- To make clear the process for securing a two year old place or thirty free hours place in the Nursery.
- To outline the working hours of the Nursery and the session options available to families.
- To confirm when additional hours can be purchased, the cost of the hourly rate and how this should be paid.
- To explain any additional information relating to the upkeep of the Nursery place, such as attendance.

Basic Eligibility Criteria

All three year olds can take up a place of fifteen hours per week of the Free Early Education Entitlement, term time only, in the Nursery. Some two year olds are eligible for fifteen hours free education, depending on their family circumstance. Also, some three year olds may be entitled to thirty hours free education if they have working parents.

Parents can see the eligibility criteria at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Alternatively, they can access the eligibility criteria handout from the school office, as well as an information page about the Nursery.

Children are funded the term after their birthday. The funding start dates are as follows:

Your child's date of birth	Availability of Free Early Education Entitlement funding from the Government
Children born between Sept 1st - Dec 31 st	Funding starts the following January
Children born between Jan 1st - March 31 st	Funding starts the following April
Children born between April 1st - Aug 31 st	Funding starts the following September

Although most children will be admitted into Nursery during the first admissions period of May – August of each year, there will also be additional admission periods in January and April of each year. If there are free spaces within the Nursery, children may also be admitted at different points in the year, although a thorough transition period will be planned to ensure children feel settled and well-established within the Nursery.



For administration purposes and to ensure parents are clear about the weeks that are covered by funding and those that are not, we calculate the funding being available for approximately 38 weeks over the academic year dependent on Leeds City Council published term dates, (1st September to 31st August) and as a guide, distributed as follows:

- 14 weeks during the 1st September to 31st December funding period
- 11 weeks during the 1st January to 31st March funding period
- 11 weeks during the 1st April to 31st August funding period

Allocation of Places

Once eligibility is established we will then offer places to children taking into account the additional priorities below. Places are always subject to whether the Nursery is at full capacity in terms of additional support for individual children.

Priority 1

- a) Children in public care or fostered under an arrangement made by the local authority. Children who have been adopted from local authority care within the twelve months prior to applying for a school nursery place will also be included within the higher priority for looked after children.
- b) Children who are the subject of a Child Protection Plan
- c) Children with or without an Education and Healthcare Plan but who have Special Educational Needs and Disabilities, or with exceptional medical or mobility needs. Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. The confirmation of a place will depend on the existing level of SEND within the Nursery and whether need can be met through the provision.

Priority 2

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Priority 3

Children of parents and carers who live nearest school nursery. A 'straight line' measurement is given from the postal address to the School address. If we have more applications than there are places, we will offer places first to children living nearest to the School. If two children match in distance then they will be taken in age order, oldest first.



If we cannot offer children a place we will give families details of other school nurseries, childminders or independent sector nurseries in the immediate area.

The safety of children and quality of provision is paramount to the smooth running of the Nursery, therefore the Nursery is limited to a set number of places for each session. Where the Nursery is at full capacity in terms of staffing and support, we may not be able to confirm a place to children that need additional specific support.

Session options and available spaces for the two to three year old Nursery room are:

Option	Funded hours	Timings	Total Spaces
Option 1	15 hours	Monday to Friday 08:30am – 11:30am	16
Option 2	15 hours	Monday to Friday 12:30pm – 3:30pm	12

Session options and available spaces for the three to four year old Nursery room are:

Option	Funded hours	Timings	Total Spaces
Option 1	15 hours	Monday to Friday 08:30am – 11:30am	22*
Option 2	15 hours	Monday to Friday 12:30pm – 3:30pm	22*
Option 3	15 hours	Monday and Tuesday 9-3, Wednesday 9-12	18*
Option 4	15 hours	Wednesday 12-3, Thursday and Friday 9-3	18*
Option 5	15 hours	Monday to Friday 9-3 (for working parents)	5*

**These totals may be subject to change depending on the demand and meeting the needs of our parents. The total amount of children per session will not exceed 45.*

Charging for Additional Hours

Additional hours are sessions in Nursery over and above each child’s free entitlement of fifteen hours per week. Space permitting, parents of children in the three to four year old Nursery room have the opportunity to purchase additional hours between the Nursery opening hours of 8:30 am and 3:30pm.

Charges:

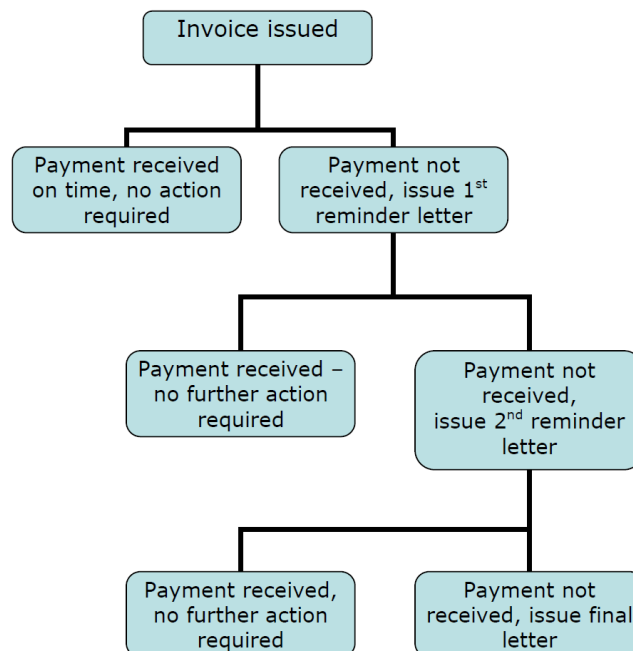
- Additional hours are charged at a rate of £5.00 per hour.
- Additional hours must be paid for at least a half term in advance at the School Office.
- Additional hours in excess of five hours per week can be paid monthly.
- Additional hours will not be authorised until payment has been made.
- Payments must be received in cash or by cheque and is non-refundable.
- Charges for sessions will be reviewed annually by the school’s Governing Body, when an incremental increase in fees may be applied for the following September, in line with other local providers.
- Cancellation by either party will require one half term’s notice.



- Priority in allocation of additional hours will always be given to children attending for the Free Early Education Entitlement before additional hours will be considered.
- Paid for places should be allocated to children already receiving early education funding at the Nursery.
- Recurrent additional hours resulting from late collection will be invoiced and charged per half an hour intervals at a rate of £2.50 per half an hour or part thereof.

Recovering Debt

Where possible, owed monies will be invoiced and paid at the start of each half term before the start of each half term. Where payment for extra sessions or late payment charges are owing, a debt collection procedure will be followed:



Lunchtimes

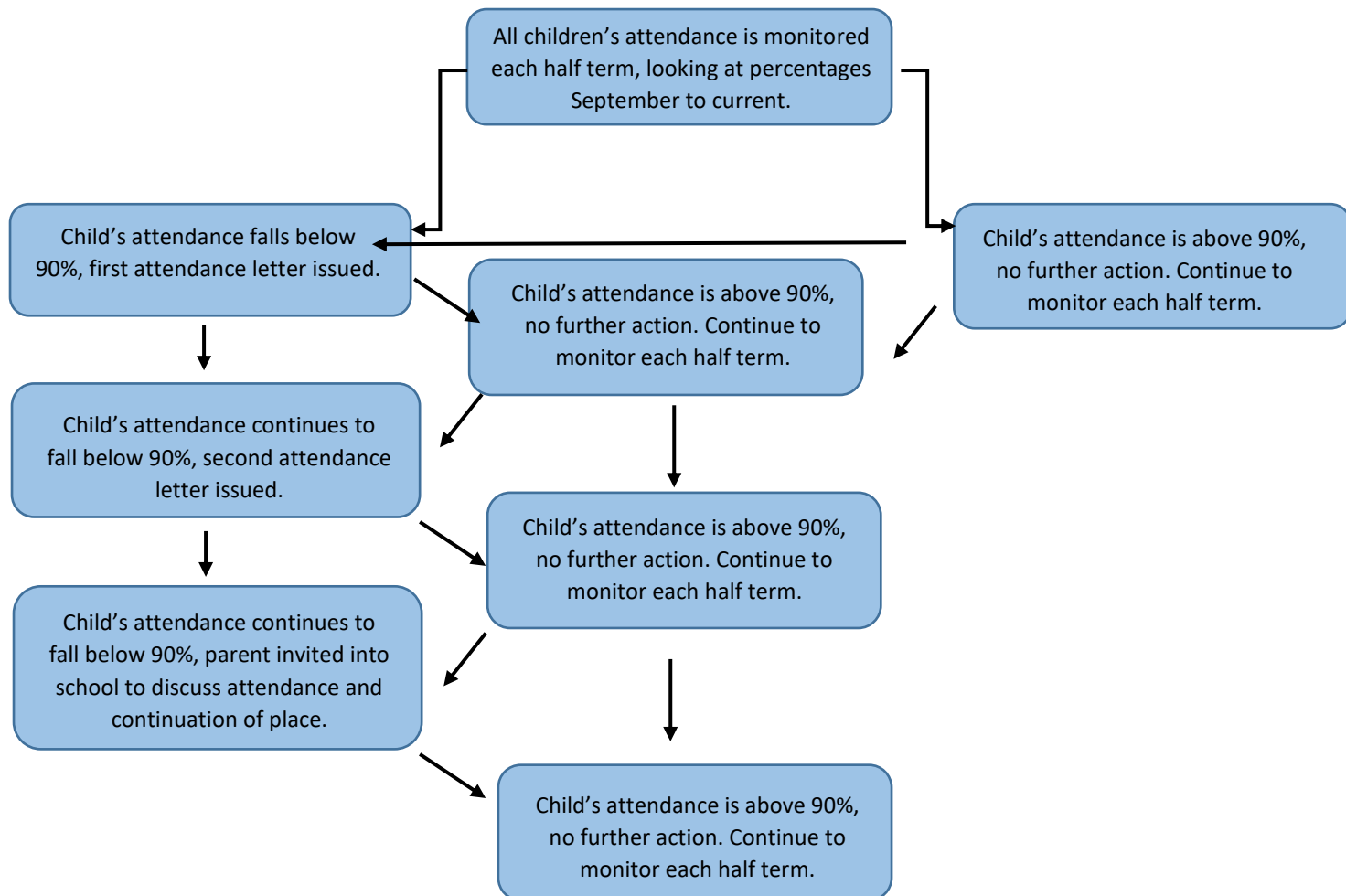
Children accessing a full day place will be required to provide their own packed lunch on the days they are in Nursery over the lunch period. School dinners cannot be purchased.

Attendance

Attendance in the Nursery will be monitored, with the same expectations of ninety seven percent attendance across the academic year in Nursery, in line with whole school expectations. Parents and carers are informed that they must notify the School in the case of absence and suitable reasons given to authorise the absence. Parents and carers must fill in a



leave of absence form and return to the school should they wish to take their child on holiday during term time. The following procedure will be followed to monitor the attendance of children in Nursery:



Please note, the allocation of a nursery place in school does not guarantee a Reception place. There is a separate admissions policy for school places.



