



Christ Church Primary School

Nursery Operations, Admissions and Funding Policy

Date policy adopted: June
2023 with review in
Summer 2025

Nursery Operations, Admissions and Funding Policy

Statement of Intent

At Christ Church CE Primary we have a nursery provision run by the School Governing Body.

We take children who are three and above and they are eligible to start nursery, the term after their third birthday.

We aim to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class.

Christ Church Governing Board is the admission authority and is responsible for setting the nursery's Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

Policies

The school nursery operates under the policies of Christ Church CE Primary School and all policies adopted by the school apply to the nursery provision. This includes but is not limited to:

- Safeguarding Policy
- Data Protection Policy
- Medical Needs Policy
- Early Years Policy
- Breakfast and After School Club Policy

Government Funding

From the term following their third birthday, all three- and four-year-olds are eligible for the same 570 hours of free early provision per year regardless of their circumstances. This equals 15 hours per week in termtime.

If a child was born between...

He/she is eligible for Early Education from...

1 April and 31 August

Autumn term - after child's 3rd birthday

1 September and 31 December

Spring term - after child's 3rd birthday

1 January and 31 March

Summer term - after child's 3rd birthday

Working families are eligible for an additional 570 hours (1140 hours in total) of free provision each year. This equals 30 hours per week in termtime.

To qualify, a parent and their partner (or one parent in a lone parent family) must each expect to earn (on average) the equivalent of working 16 hours a week at the national minimum wage and be earning no more than £100,000.

To check eligibility for the additional hours and, for full details of all of the financial support available to help with childcare costs, visit <https://www.childcarechoices.gov.uk/>

Session Times

Nursery sessions are mornings 8.45am to 11.45am and afternoons 12.15-3.15pm. There is a lunch club available between 11.45am and 12.15pm with the option of a hot school dinner provided or parents can send in a packed lunch. The school also offers wrap around care from 7.45am to 5.30pm which nursery children can book into if there is availability.

How to Book

Once a nursery place has been confirmed, you can book sessions by following the link on the School Website to our Pembee App which manages bookings.

Additional Hours

Additional hours can be requested, should there be space available in line with our admissions criteria. Hours over and above the Government funded sessions and the costs of Lunch Club and Wrap Around Care can be found on the School Website.

Additional costs

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Meals and snacks
- Nappies, wipes and cream
- Sun cream
- School trips
- Specialist tuition

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Parents are permitted to provide their own supplies to the nursery. We expect parents to supply their own nappies, wipes and sun cream. Parents are also welcome to send in their own packed lunch for lunch club and mid-session fruit based snack rather than pay for a hot school lunch and school-provided snack which is available.

Admissions Criteria

Each term there is an admissions window of three weeks when parents can express a wish for their child to attend the nursery for the following term. This is publicised in the weekly newsletter, on the website, via email and school social media.

Christ Church creates a list of children whose parents have expressed a wish to attend the nursery.

This decision is taken using the following priorities.

1. Children with an **Education Health Care Plan (EHCP)** which names a particular school will be allocated places first.
2. **Looked after children and former looked after children** (who are then adopted) as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.
3. **Children who have siblings** who will be attending the school at the time that the younger child starts nursery. If more places are requested in this category than are available, then places will be allocated on the basis of date the request was received.
4. **Children of staff members** who would be employed at Christ Church whilst their child is attending nursery. If more places are requested in this category than are available, then places will be allocated on the basis of date the request was received.
5. **Children already attending nursery** who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement. If more places are requested in this category than are available, then places will be allocated on the basis of date the request was received.
6. **Children living in the school's designated catchment area.** If new places are limited, priority can be given to older children.
7. **Children living out of the school's catchment area.** If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within **six weeks**
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

Delayed starts and withdrawn places

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least **four weeks'** notice. Parents may be charged for this period, or it may come out of their nursery entitlement.

Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. The nursery will require a minimum of **four weeks'** notice, or parents may be subject to paying the full cost of the care, regardless of whether or not their child attends nursery that day.

Parents must give a minimum of **four weeks'** notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

Nursery Closure

Should nursery have to close because of an event beyond their control, such as adverse weather conditions which prevent delivery of the session, 50% of fees will be reimbursed.

School Transport

There is no transport assistance to any nursery setting by Shropshire School Transport, so nursery children are not eligible to use our school bus or taxi.

School Admissions

Please remember:

- **Attendance at our nursery gives no guarantee that the child will gain a place at Christ Church Primary.**

- Parents/carers must apply separately for their child to go to any primary or infant school via their council. Entering your child's details on a school's list at an early age is not a formal application for a school place.
- The child's usual home address determines whether they are in a particular school's designated catchment area.
- It is the parent's/carer's duty to ensure that they have obtained all the necessary information and the correct form on which to apply for a primary or infant school place.

Uniform

Nursery children are invited to wear a school polo shirt in burgundy or white (with school logo or non-branded) and black joggers or leggings and school jumper or hoodie. Please see the main School Website for details about school uniform. We encourage children to wear trainers so that they can be as active as possible. Information will be provided about Forest School and what children need to wear for those sessions.

Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and will ensure that the rights of data subjects are reserved at all times.

Monitoring and review

This policy is reviewed bi-annually by the governing board and headteacher.

Prices for nursery sessions will be reviewed every academic year (for September).

The scheduled review date for this policy is Summer term 2025.