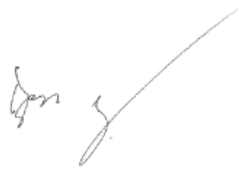


NURSERY ADMISSIONS & CHARGING POLICY

Status: Non-Statutory

Updated: December 2025

Reviewed and ratified by: SECAT Leadership Team

Signed by Trust/Committee Chair 

Next review date: December 2026

• EMPOWERING CHILDREN AND SCHOOLS •



Aims

This policy aims to:

- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to apply for a place in our Nursery
- Set out our Nursery Fees

1. Admissions Process

Children are admitted to the Nursery three times a year, in line with the start of each academic term. They may attend the Nursery for up to two years before entering their statutory Reception year.

We do not offer places for children under the age of two. Children can start Nursery from the term following their second birthday, provided there are spaces available. Government-funded places are offered subject to availability, and privately funded places are also available.

2. Admissions Criteria

Places will be allocated for September entry according to the following criteria:

1. Looked after children
2. Parent/carer has a medical condition affecting mobility and this is nearest the family home or place of medical treatment
3. Children of staff members
4. Children with a sibling at the school
5. Nearness to the school - 'As The Crow Flies'

3. Applying for a Place

Application forms are available from the school office or can be requested by email and via the school website.

Please note: Submitting an application does not guarantee your child a place at the nursery.

Once we receive your completed application, we will review it carefully. Places will be offered based on:

- The nursery's ability to maintain the correct staff-to-child ratios
- Places being available for the requested sessions
- Our capacity to meet each child's individual needs
- Appropriate staffing arrangements

If a place cannot be offered

If we are unable to offer your child a place at this time, we can add them to our waiting list at your discretion. Your child will remain on the waiting list until a suitable place becomes available. We will contact you as soon as a place can be offered.

4. Allocation of Places

Places are normally allocated in the term before the next intake. Those who are not offered a place will be placed on a waiting list. Applications can be made as soon as the child is born.

Admissions during the school year are subject to there being suitable vacancies and left to the discretion of the Headteacher.

Parents will receive a letter outlining their offer and be asked to complete and provide the following:

- Complete an Application Form
- Confirm eligibility of funding
- Provide an original Birth Certificate
- Provide a valid proof of Address dated within 3 months at the time of request

If the above information has not been provided by the date indicated in the school offer letter, the place will be withdrawn and offered to another child.

5. Changes to Offers

- A minimum of half a term's notice is required to cancel or amend any booked days. This applies regardless of your funding entitlement. (15- or 30-hour free entitlement) and it may not always be possible to alter days originally offered. It is important parents check their agreed hours with the school and understand that the hours have been set regardless of entitlement. Please note the request may not be granted.
- Ad-hoc additional paid days or changing days will be considered on request.
- All requests to be submitted to the school office via email.

6. Fees

Below is an outline of the Nursery Provision for 2025-26.

Please note - The school will increase fees each year unless you are advised otherwise.

Time	2025-26 Costs
1 hour	£8.00
Session (3 hours)	£24.00
Lunch session	£6.50
Paid hot meal	£3.00

- Thirty-hour funding **does not include the lunchtime session**. If you wish your child to stay, this is a chargeable session to be paid by yourself, or you can collect your child and take them home for lunch. See **Extra Charges** section below.
- Payments will be invoiced half-termly in advance. Payments will be taken in advance for all lunchtime sessions.
- Parents and carers are responsible for ensuring that their eligibility code for government-funded childcare (e.g., 15 or 30 hours) remains valid and is reconfirmed within the required timeframe set by HMRC. If a parent or carer fails to reconfirm their code within the designated reconfirmation window, resulting in a lapse in funding, the parent or carer will

be liable for the full private childcare fees for any period during which funding was not received due to the invalid or expired code. The nursery reserves the right to invoice for the fees during the lapsed time accordingly.

Extra Charges

Lunch Session

If you would like your child to stay for lunch, there is a charge of **£6.50 per session**. You can choose from two options:

- **Option 1:** Provide a packed lunch from home. No extra cost beyond the £6.50 session fee.
- **Option 2:** Request a hot school meal. This will incur an **additional charge of £3.00**, making the total **£9.50** for the lunch session.

Snacks

Fruit and milk are provided free of charge during snack times.

Payment of Fees/Invoicing

Payment is made via My Child At School in advance and accounts should be in credit.

Late Collection - Children who are collected more than 15 minutes late from any session will be charged additionally as follows:

£5.00 per 15 minutes or part thereof (first 45 minutes)

£10.00 per 15 minutes or part thereof (after the first hour)

Lunch Time Club Attendance

Participation in the Lunch Time Club is entirely optional and does not impact a child's entitlement to a 30-hour funded place at the nursery. Parents are free to choose whether their child attends this provision. We understand that every family's circumstances are unique, and we are happy to discuss individual needs and arrangements with parents on a case-by-case basis.

7. Absence Fees

Agreed Additional Private Sessions will be charged regardless of whether the child attends. This includes absence due to sickness or holiday.

8. Term Dates & Closure

Term dates are set at the beginning of the year. In the event the nursery is closed by the school due to foreseen circumstances accounts will be credited for closure days. Unforeseen closures caused by elements outside of our control will not be credited.

9. Agreement to the Terms

Parents will be asked to review this policy and to confirm they agree with the terms prior to their child starting their place.