



Nursery admissions and charging policy

Review: September 2016

Next Review: July 2017

Entitlement to Early Years Education and Childcare

St. Peter's C of E Primary School accepts children from the term after their 3rd birthday when they can access the Early Years Entitlement.

St. Peter's C of E Primary School offers the 15 hours per week government funded early years education entitlement up to a total of 570 hours per academic year. This free entitlement can also be shared with one other settings, however parents will be required to sign an Early Years Entitlement Conflict Buster if they are also attending another setting for funded time. Parents must not exceed 15 free hours per week and they must be accessed over a maximum of 3 days.

If the child is born between	They are eligible for a funded place in the term following their third birthday.
1 September and 31 December	Spring Term (January)
1 January and 31 March	Summer Term (April)
1 April and 31 August	Autumn Term (September)

Additional sessions (a minimum of three hours) can be purchased termly, subject to availability and the completion of parent/ school contract and cost £14.50 per session.

Session times are as follows:

Morning Session 9.00am -12 noon

Afternoon Session 12 noon – 3pm

The 15 hour entitlement can be made up by using 5 x 3 hour sessions. There is an expected minimum of two sessions (i.e, 6 hours) per week in order for children to settle most effectively.

Criteria For Admission

The responsibility for determining the admissions for nursery age children (F1) lies with the Governing Body of the School.

St Peter's C of E Primary School has 34 places available for nursery age children in any one session.

Parents register a note of interest for their child to attend by contacting the school in person, by phone (01395 443167), email (admin@stpeters-budleigh.devon.sch.uk) or through the link on the school website <http://www.st-peters-school.org.uk/parents/foundation-stage-unit/note-of-interest/>. You will receive an acknowledgement of your application of interest in five working days. Being placed on the note of interest list

does not guarantee a place in the Nursery. You will receive an application for a place the term before your child is due to start. This will then be considered following the meeting of the Admissions Panel, places will be allocated using the criteria for admission.

Sessions will be allocated using the criteria below:

1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order.
2. Children for whom an exceptional medical or social need to attend this school is demonstrated.
3. Children who live in our designated area, with a sibling on roll at the point of application.
4. Other children who live in our designated area.
5. Children of members of staff employed for more than two years up to the point of application or recruited within the past two years to fill a vacancy for which there was a skills shortage.
6. Children who live outside our designated area, who are regular attenders of St Peter's Church, Budleigh Salterton.
7. Children who live outside our designated area, who are regular attenders (or whose parents are regular attenders) of a Christian Church.
8. Children who live outside of our designated area, with a sibling on roll at application.
9. Other children.

If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Devon County Council's Mapscape (sometimes called GIS) at www.devon.gov.uk/schoolareamaps. The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

Admission Criteria if parents are deferring entry to F2 and keeping their child in F1.

This section is for parents/carers who wish to **defer** entry to F2 (RECEPTION YEAR) and wish for their child to remain in, or start, F1 for the Autumn, Spring or Summer Term. The online admissions form for F2 must still be completed with the local authority in order to gain the F2 place. www.devon.gov.uk/admissions.

If a child defers entry to F2 and **remains** in F1 they will have the option of applying for their current or new F1 sessions as do the other children currently attending F1. They will be subject to the same nursery admissions criteria.

After the September start a child who had deferred and stayed in F1 may start F2 at the **beginning of a new term** either as part time or full time child with prior agreement from the school. **Notification of this change must be made in writing/email three weeks before the end of the term prior to starting F2**, to the Foundation Stage Leader.

Should a deferment to F2 be chosen by parents the school is required to hold a place open for their child. Autumn born children can defer until the beginning of January Term. Spring born children until the beginning of January or April term and Summer born children until January, April or defer for the whole year and make a fresh application for a place in Year 1. If the child will be deferring for the whole of the F2 year parents/carers would need to reapply via www.devon.gov.uk/admissions for a Year One place. Schools are not required to hold Year One places and a new application must be made.

Criteria for Admission - Oversubscription

If more applications are received than can be accommodated the following procedure will be applied.

The First Panel of the Governing Body will consider children from each priority category (as above) in turn until all available places have been allocated.

When the Nursery is oversubscribed:

- Further information may be required to verify the home address e.g. Council tax bill/ utility bill.
- Parents may be required to provide child benefit payment arrangements or medical cards.
- Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.
- If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Monday to Friday, including nights) with a parent.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting in Nursery. The offer of a place may be withdrawn if false or misleading information is given.

St. Peter's C of E Primary School has a complaints procedure that can be followed if parents are unhappy with the decision made by the Admissions Panel. This can be found on our school website.

Applications and Session Allocations

Parents should complete the application form and contracts sent out by the school. These are sent out to parents and carers who have submitted a note of interest form.

Parents must provide a copy of their child's birth certificate, passport or other evidence showing the child's name and date of birth to confirm child's date of birth.

Parents will be notified of session allocation within ten working days of the Admissions Panel meeting. Applications received after the notification date will be considered as an 'in-year' application. Places will be offered if available or names added to the note of interest list in order of the Admissions Criteria.

Once a child has a session allocated, it is theirs until they leave, or until the parents decide to change their session requirements.

The school will consider that you have accepted the offer of a place when you return the completed Parent/school contract. If we do not hear from you by the deadline date we will assume that you do not want the place and the sessions will be reallocated. You will need to inform school if you are unable to meet this deadline.

Parents of existing Nursery children will be asked each term which sessions they require for the following term.

- Sessions already attended will be secured automatically for the next term unless there is a request to change.

New children to the Nursery will have sessions allocated after existing children have had their government funded hours allocated.

Additional Bought Sessions and Charges

Additional sessions are subject to availability and will be allocated using the admissions criteria stated in our admissions policy. They will be allocated after Government funded hours have been allocated.

Sessions are charged at £14.50 each. This charge will be reviewed annually.

Additional sessions must be booked and paid for in advance, in agreement with the school office.

A month's notice is required should parents/carers wish to cancel long term additional sessions at St. Peter's C of E Primary School. **St. Peter's C of E Primary School reserve the right to charge a month's fees should parents not provide this notice and they cannot fill them.**

Fee Payment

An 'Advice of Charge' letter (fees) will be issued in advance of the any Additional Bought Hours beginning and the arranged payment should be made by the date stated on the Advice of Charge letter prior to the start of the half term in question.

*Individual payment arrangements can be discussed with office staff should you think you have circumstances in which you need to pay in instalments.

If a child is absent due to sickness, refunds or reductions are **NOT** available for absence. (School costs do not diminish if your child is ill.)

Sessions cannot be swapped or exchanged for other sessions but if available Additional Bought Hours can be purchased prior to the session starting.

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Childcare vouchers can be used. These provide help with childcare costs. See DISC factsheets for more information.

Fee Arrears

All Additional Bought Hours are to be paid for prior to the sessions being taken. If fees are not paid on time, the Administrator will notify the parent/carer with a formal warning on the day of expected attendance and the child will be unable to attend their Additional Bought Hours sessions until monies have been paid.

Cancelling Sessions

The permanent cancellation of any government funded entitlement sessions can be made at any time. Parents/Carers will be required to sign an updated parent/ school contract.

Any permanently cancelled sessions will be made available to children in F1 according to the policy and statements above.

Once cancelled, similar sessions cannot be guaranteed if circumstances change.

Liability Statement

It is acknowledged that St. Peter's C of E Primary School will not be under any liability or responsibility to the parent or child in respect of any temporary interruption in or temporary failure or delay in providing facilities, if such failure or delay is caused by a temporary unavailability of staff, building or maintenance work to the Foundation Stage Unit, fire, abnormal weather conditions, Government actions or regulations or by some other cause (whatever the description and not necessarily limited to foregoing examples) beyond reasonable control of St. Peter's C of E Primary School provided always that, if St. Peter's C of E Foundation Stage Unit shall be totally unable to provide the facilities during opening hours for longer than one day, the client shall receive a credit of any appropriate proportion of their fee or if it is part of the child's entitlement we will endeavour to make up the time at a later date.