



Nursery Admissions and Sessions Policy

| Policy Review | |
|----------------------------|---------------|
| Review Schedule | Annual |
| Reviewing Committee | LBC |
| Date of Last Review | November 2018 |
| Date of Next Review | January 2020 |

| | |
|-------------------------------------|--------------------|
| Head Teacher Signature | Date Signed |
| Chair of Governors Signature | Date Signed |

NURSERY ADMISSIONS AND SESSIONS POLICY

ADMISSIONS

1. Admission to Nursery will be applied using Grove Road Admission Rules to Nursery and are these are based on guidelines from Hertfordshire County Council oversubscription criteria for maintained nursery schools and classes. Once a place has been offered and accepted, this will qualify your child for the 5 Government Funded sessions (15 hours).
2. If you are entitled to the additional 15 hours funding (30 hours), the admission rules will still apply and places will be allocated in the same way using the same Grove Road Nursery Admissions rules and process.

NURSERY SESSIONS

1. Session choices are requested from parents to indicate their choice of sessions and places are allocated if there is space in the session.
2. Allocation of sessions will be applied in the following order:-
 - a) Children with particular medical and social requirements may be admitted to the sessions that would most suit their needs, in consultation with the school, parents and other agencies involved.
 - b) Selection will **not** be based on grounds of gender, race or religion.
 - c) Ratios of children numbers and teaching staff.
 - d) Late applications and mid-year application to Nursery will be able to request their choice of sessions but will only be allocated a session where there is space available.
3. Sessions will be allocated in April/May for the next academic year.
4. We encourage parents to use a minimum of 5 sessions per week to enable your child to benefit from the academic curriculum.
5. Access to additional sessions is not guaranteed but is dependent on capacity and spaces available as well as qualification for the additional funding hours.
6. Once agreed, sessions are set for the year and cannot be changed, except in exceptional circumstances and at the school's discretion.
7. Any extra available session(s) will be advertised termly and allocated according to this policy.
8. All children allocated a Nursery place at our school are able to start at the beginning of the academic year (September), regardless of their birthdate, as we operate a one-term in-take in Nursery.
9. Once a place has been allocated, deferrals to the Nursery class of one term (January start) can be requested for children born after 1 April, although the school believes all children would benefit from attending a three term Nursery curriculum.

NURSERY CHARGES

1. The government funded sessions you are allocated will be allocated first (Monday onwards). Any additional sessions and lunch clubs above your funding are to be paid for.
2. Sessions are set for the year. Sessions can only be increased termly and only if there is availability. A letter will be sent out advising you of available additional sessions. Your request for additional sessions must be returned by the date given on the letter for us to consider this.
3. An additional session is defined as a morning or afternoon as per our session times regardless of child drop off and pick up times, and is over and above their government funded sessions offered. Additional hours above your funded allocation will be invoiced as per our schedule of charges.
4. The Lunch Club session is defined as the 1 hour supervised session from 11.30am to 12.30pm. It is a supervisory charge and does not include lunch itself, which is provided by you, unless you choose for your child to have hot school dinners, where an additional charge will be incurred per meal, per day.
5. We accept payments by the following methods:
 - a. School On-line Electronic Payment System
 - b. Childcare Vouchers
 - c. Tax-Free Childcare
6. All additional sessions and lunch club sessions allocated will be invoiced half-termly, in the last week of the previous half term for payment in the first 5 working days of the new half term.
7. If payment is not received by the due date, a reminder letter will be sent for payment within the next 5 working days (day 5). If there is no satisfactory explanation or solution by the end of a further 5 working days (day 10), a warning letter will be issued that the sessions will be terminated after a further 5 working days (day 15) and the sessions re-advertised. After the expiry of those final 5 days the child will not be accepted for additional sessions or lunch club sessions.
8. Outstanding debts at "day 10" will be brought to the attention of the Governors.
9. If the school is closed you will not be charged for your paid additional sessions or lunch clubs.
10. Absence of the pupil during term time, e.g. through illness or holiday, will still be chargeable.

SCHEDULE OF CHARGES

From 1st September 2019 the following charges apply:

| | | |
|--------------------|---|-------------------|
| Additional Session | : | £15.15 |
| Lunch Club Session | : | £5.05 |
| Hot Lunches | : | (set by provider) |