Redbridge Primary School

RED

"Resilience, Excellence, Determination"

Nursery Admission Policy

Date Approved	Next Review
Summer 2022	Summer 2023

Rationale

We believe that all young children should have an equal opportunity to access high quality, Early Years Education.

To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places at Redbridge Nursery.

Aims

- To have a fair and consistent process for allocating places.
- To ensure a socio-economic balance in our intake, from which all children benefit and thrive whilst upholding equal opportunities.
- To ensure all applicants are equally valued and that families are able to express their and their children's needs.

Guidelines

Children can be admitted to the Nursery Class at the start of the academic year (September) following their third birthday, if places are available. Attendance will either be on a part time basis (15 hours) or a full time basis (30 hours). All children who are three and four are entitled to 15 hours funded childcare.

From September 2020, some working parents will be entitled to 30 hours funded childcare i.e. both parents need to be working a minimum of 16 hours per week. To check your eligibility, please go to www.childcarechoices.gov.uk.

If parents do not qualify for 30 hours it may be possible to apply for an additional 15 hours at a charge (if spaces are available) For further information contact Mrs Rana, Admissions Officer.

This is a school nursery class and therefore operates during term times only. Should your child be entitled to 30 hours and stay for lunchtime, there will be a charge for lunchtime supervision. Fees will be payable monthly in advance at a rate.

Admission to the Nursery Class does not constitute a guarantee of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

The school will maintain an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a guarantee of a place. An application form for a nursery place should be completed by parents and submitted to the school. Notifications of a place are sent to parents and this will need to be accepted in writing. The school may need to take account of the balance between mornings, afternoons and all day places, however, so it may not be possible to fulfil all parents' requests.

Our Nursery session times

Morning	8.50am -11.50am
Afternoon	12.40pm -3.40pm
Full Time	8.50am - 3.40pm

Attendance to the Nursery Class

- Admission form to be completed.
- Birth dates will be checked and a copy of the child's birth certificate will be taken.
- A copy of a utility bill for verification of the child's address will also be taken.
- Parents/Guardians will be asked to bring their child for a visit to the Nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings. Due to Covid-19, Zoom Home call visits will take place instead.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.
- Parents/Guardians are advised of the necessity for their child to be brought and collected by a responsible adult.
- Parents/Guardians will be asked to provide at least two emergency contact numbers.

30 Hours Nursery Information- see full time Nursery provision, appendix 1

- The children who are staying all day (30 hours) will need to bring in a packed lunch to school, there is a daily charge (£6) for lunchtime supervision.
- If you have a code for funding for the additional 15 hours, then the only payment due is for lunchtime supervision.
- The school must validate a code before they can offer a funded place to any child. (all places are provisional until codes are validated,
- If you are not eligible for additional 15 hours' government funded hours (**option B**), the school will invoice you in advance on the 1st of every month or per quarter (This is including the lunchtime charge.)
- Payment must be made monthly via cheques & BACS payment directly into our bank account (only).

ALL PAYMENTS ARE FOR 39 WEEKS OF NURSERY SPREAD OVER 12 MONTHS

Option A [ ]	**Full time provision** – 8.50am to 3.40pm 6 hours per day x 5 days a week (Monday to Friday) **30 Government funded hours.** This will **not** include a lunchtime provision, therefore an **additional cost of £30 per week** will need to be made to cover additional lunchtime supervision. A packed lunch will need to be provided by parents.
Option B [ ]	**Full time provision** – 8.50am to 3.40pm, 6 hours per day x 5 days a week (Monday to Friday) Government funded 15 hours with additional 15 non-Government funded hours to be **purchased at £2 per day.** This will include the cost of lunchtime supervision where will be staying for packed lunch (to be provided by parents).

- Payments will include the reference – **30NUR**/child's first full name & surname initial (30NUR/SarahA), so that we can reconcile your payment to your child.

- If you have a sibling in the main school, you may pick up your nursery child at the same time for the Friday early closure (2:30pm). However, nursery will remain open to children so they can receive their funded session (due to Covid-19, the school will not be closing at 2.30. It will be reviewed in spring term)

Terms and Conditions - See application, appendix 2

- That the fee is still payable in the event of my child being sick or absent for any reason and that it is not refundable.
- Fees are payable in advance.
- The nursery runs term time only.
- Families must pay a deposit of £100, £50 is non-refundable
- If you wish to discontinue the use of our nursery, you must write to us, giving us a minimum of 4 weeks' notice and you will be charged for these 4 weeks.
- Failure to keep to the agreement may result in the loss of the place.

Pre-School Nursery Admissions and Oversubscription

The following criteria will be used to decide which children are offered a place:

1. Child's age/date of birth
2. "Looked after" children (as defined in the Education Act 2002 – Admissions).
3. SEND Children with a particular compelling educational and/or social or medical need
4. Those children who live in the catchment area of the Pre-School.
5. Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission
6. Siblings children who live outside the catchment of the requested school, with a sibling attending this school at the time of the applicant' proposed admission.
7. Children of members of staff.
8. Distance - Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

Appendix 1

Full-Time
Nursery Provision

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Terms and Conditions

Introduction

We are delighted that you have chosen Redbridge Primary for the care and education of your child.
To ensure the smooth running of our nursery, we expect all parents and guardians to adhere to the following Terms and Conditions. A signature from parents/guardians on the child's registration form is all that's required to accept these Terms and Conditions.

Registration
In order to book a place at the nursery, a signed and fully completed registration form, including two emergency contacts must be received by the school office. We require to see a copy of the child's birth certificate. A £100.00 deposit per child is required before a place can be confirmed. £50 deposit is then refundable providing that one months' notice has been given in writing that the child is leaving, and the child has been attending nursery for at least three months. Please note that a deposit and registration fee is not required for those children attending funded sessions only.

Settling in
The settling-in period is intended to bridge the gap for the child between home and nursery. It should help them to become accustomed to the nursery and form an attachment with their key person, who will be with them for much of the time.

Preparation is the key to success so that when the time comes everybody and everything is ready to get the child off to a good start.

Full- fees are charged during the settling in period which can last from 2-4 weeks. (The well-being of each child is the nurseries first priority and settling in strategies may be subject to change)

Arrival of children
We do not offer a drop in service therefore, expect all children to arrive punctually for their session.
Full-time and morning session starts at **8:50am**
Afternoon session starts at **12:40pm**

Parent Conduct
We expect parents, carers and visitors to:

- Respect the caring ethos and values of our school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that **all** members of the school community should be treated with respect.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting any behaviour that could be deemed threatening, intimidating or inappropriate. We expect all adult to set a good example in their own speech and behaviour.

Nursery Fees & Charges
Fees are invoiced monthly and are due for payment on the first of the month. Late payments will be subject to a charge of £20. You will be charged for each session, regardless of whether your child attends. The nursery is closed on all bank holidays and for 6 business days over the school year. Fees will be charged as normal for these days. Fees are also payable if the nursery is closed for any event beyond our reasonable control, including, but not limited to, lack of essential services, Covid spike or weather conditions. We calculate your monthly fees using the formula: cost of weekly sessions x 39 weeks which is spread across 12 months = fixed monthly amount. Your first invoice will be calculated using your child's first settling in day until the end of the month. This invoice must be paid in advance before or on your child's first day of attendance. Your final invoice will be 4 weeks from the date of your written confirmation of leave date. You will be required to pay the full fees for the 4 weeks' notice. Your child may attend during this time unless you have breached the childcare contract terms and conditions. Please ensure all payment confirmation is sent to remittanceadvice@redbridgeprimary.redbridge.sch.uk, you will receive a confirmation of payment via this email.

Arrears
Any fees still outstanding after the 15th of the month will incur a £20.00 charge. Please note that if your monthly fees are unpaid by the end of the month, the nursery place will be suspended until the debt has been paid. Please note that fees are still charged during any suspension period. Any costs incurred as a result of suspension or termination will be paid by the parent/guardian of the child. Failure to meet payments will unfortunately result in the termination of the nursery place and in such circumstances the parents will not be entitled to a refund of any fees or deposit.

Early Years Education Funding
All children are entitled to Universal Early Years Funding (15 hours) which is paid directly to the nursery.
In order for the nursery to claim this funding you will need to provide a copy of your child's birth certificate and complete a declaration form stating where you are claiming the free entitlement. During funded hours, the nursery will offer free nursery education, the only charge during these hours is for food, drinks, and for any extra-curricular activities that are provided.

We also offer 30 hours funding. Eligibility for the 30 hours can only be confirmed by HMRC after parents complete an online application and eligibility is based upon parent's earnings and hours. If you are eligible you will be issued a code. During your child's year in the nursery you will have to reconfirm your eligibility by logging into your HMRC childcare account every 3 months, the school will check this termly during your child's enrolment in the nursery. If you apply for your code more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid. If you become ineligible to the 30 hour offer or if you do not reconfirm your eligibility in time for the start of a new term your funding option will change to a fee paying place (Option B).

Cancellation/Termination/Change
We require 30 days' notice, in writing, should you wish to terminate your place for any reason. Parents remain liable for fees throughout the notice period and all fees that are outstanding need to be cleared at the beginning of the notice period in order for the nursery to admit the child. If a parent withdraws their child during this notice period, the fees shall still remain payable. When families leave Redbridge Primary, it is their responsibility to cancel any future payments to the nursery. Any overpayments that need to be refunded, will incur an admin fee of £20.

We reserve the right to terminate a place with immediate effect if parents fail to adhere to our terms and conditions, if any fees are not paid by the due date, or if a parent/guardian displays abusive, threatening or otherwise inappropriate behaviour.

Court Order
You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

Compliments or Complaints
At Redbridge Primary School parent satisfaction is of paramount importance to us and any compliments /concerns or complaints will be taken seriously. We aim to provide a safe, secure and happy environment for children to prosper and develop. We accept that despite our best endeavours, there may be occasions when you feel we have been less than perfect, and we will always adopt a sympathetic but fair approach in dealing with your concerns. Conversely, you may experience moments when you feel a particular member of the team, or indeed the staff team itself, has performed really well and therefore deserves a little praise. Should you have any compliments or concerns regarding the care or any other aspect of the nursery, please in the first instance raise them with the nursery teacher.
All written complaints will be acknowledged by return and once a full investigation has been carried out, we will provide you with a detailed response within 28 days. We trust you will afford us the opportunity to resolve matters.

Agreement
These terms and conditions represent the entire agreement and understanding between the parents and the nursery. We reserve the right to update / amend these Terms and Conditions at any time.

Declaration

I understand that being offered a nursery place at Redbridge Primary School does not mean that I am entitled to a place for my child in Reception.

I confirm that the information I have provided on this form is correct. I understand that you may request further evidence to the information provided. If I provide incomplete or false information, the Admissions Team may withdraw any offer of a school place.

Signed _____ Date _ _ / _ _ / _ _

Appendix 2

REDBRIDGE PRIMARY SCHOOL
Nursery 30-hour Scheme

Child's Legal Surname:		**Child's Legal Forename (s):**	
Name by which the child is known (if different from above):			
Date of Birth:		**Male/Female:**	
Address:		**Postcode:**	
Parents Legal Names:		**National Insurance Number:** *(Complete for Option A only)*	
Date of Birth:		**30 Hours Eligibility DERN Code:** *(Complete for Option A only)*	
Email Address:			

Option required (please tick below)

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Option A [ ]	**Full time provision** – 8.50am to 3.40pm 6 hours per day x 5 days a week (Monday to Friday) **30 Government funded hours.** This will **not** include a lunchtime provision, therefore an **additional cost of £30 per week** will need to be made to cover additional lunchtime supervision. A packed lunch will need to be provided by parents.
Option B [ ]	**Full time provision** – 8.50am to 3.40pm, 6 hours per day x 5 days a week (Monday to Friday) Government funded 15 hours with additional 15 non-Government funded hours to be **purchased at £24 per day.** This will include the cost of lunchtime supervision where will be staying for packed lunch (to be provided by parents).

Terms and Conditions Please read and sign to confirm that you accept:

- That the fee is still payable in the event of my child being sick or absent for any reason and that it is not refundable.
- Fees are payable in advance.
- The nursery runs term time only.
- Families must pay a deposit of £100; £50 is non-refundable (Date).

- If you wish to discontinue the use of our nursery, you must write to us, giving us a minimum of 4 weeks' notice and you will be charged for these 4 weeks.

I understand that failure to keep to this agreement may result in the loss of the place. I understand that the completion of an Application Form does not guarantee a place in the Nursery. I have read and agreed to the stated terms and conditions.

Signed: _____ (Parent/Carer)
Print Name: _____ Date: _____

30 Hours Nursery Information

- The children who are staying all day (30 hours) will need to bring in a packed lunch to school, there is a daily charge (£6) for lunchtime supervision.
- If you have a code for funding for the additional 15 hours, then the only payment due is for lunchtime supervision.
- The school must validate a code before they can offer a funded place to any child. (all places are provisional until codes are validated, **please ensure the school has your 30-hour code by ……..).**
- If you are not eligible for additional 15 hours' government funded hours (**option B**), the school will invoice you in advance on the 1st of every month (This is including the lunchtime charge.)
- Payment must be made monthly via cheques & BACS payment directly into our bank account (only).

Bank Details
Bank Name **NatWest**
Sort Code **60-01-38**
Account Number **53078969**

Please send confirmation of payment to: remittanceadvice@redbridgeprimary.redbridge.sch.uk

Payment Details	
Option A **Fully funded government 30hr**	Monthly payment due is **£97.50** £30 per week. *This is to cover the lunchtime provision which is not included in the governments 30hour funding.*
Option B **Private 15hr Top up**	Monthly payment due is **£374** **This is for 39 weeks of nursery cost spread out over a 12-month period** £24 per day/ £120 per week

- Please ensure that when you make your payments you include the reference – **30NUR**/child's first full name & surname initial (30NUR/SarahA), so that we can reconcile your payment to your child.

- If you have a sibling in the main school, you may pick up your nursery child at the same time for the Friday early closure (2:30pm). However, nursery will remain open to children so they can receive their funded session.

Over Subscription Criteria

If there are more applications than places available, the following criteria will be applied. This is listed in the order of priority: -
1.Children in the care of the Local Authority or adopted from care
2.Sibling priority given by date of birth (oldest first).
3.Children with a EHCP plan or where it is agreed that it is essential for the child to be admitted to the school on exceptional grounds.
4. Proximity of a child's home to the school, with those living nearer being given higher priority.**Please visit the school website in Transition Arrangements for further information about the nursery.**