



Nursery Admissions and Charging Policy

Faith Courage Love

Faith to move forward in confidence and succeed.
Courage to make a difference in the world every day.
Love one another as God loves us.

Faith - Roecliffe School will prioritise good relationships and will model respect for all in their policy implementation.

Courage - Roecliffe school commits to implementing this policy with integrity and in order to achieve the best possible outcomes for all stakeholders.

Love - All policies will be implemented in such a way as to ensure faith in fair process.

Policy Date	Review Date	EYFS Lead	Headteacher	Chair of Governors
June 2023 (Effective from Sept 2023)	June 2024	Lucy Smith	Lesley Briggs	Nick Baird

The Governing Body at Roecliffe CE Primary School is committed to the nursery being led by qualified teachers and highly qualified support staff and it being an integral part of the school. Therefore, the Christian vision and Christian values for the nursery are shared with the whole school, as are the school's policies, practices, curriculum and ethos.

Within a mixed age class of children, we ensure that we effectively deliver an age appropriate curriculum and provide opportunities and experiences which support and enhance all the children's development. This is achieved through rigorous planning, careful deployment of staff and excellent provision so that all the children in Class 1 are accessing and engaged in their learning whilst being challenged to develop particular knowledge and skills.

In the 2023-24 academic year, Class 1 will comprise Nursery, Reception and Year 1 children. There will be a maximum number of eight Nursery children in any given session. The Nursery, Reception and Year 1 children will be taught by a qualified and experienced teacher and an experienced Level 3 NVQ qualified Teaching Assistant.

Having a nursery as part of the school allows us to plan for children's learning over the longer term, understand, assess and meet their needs, whilst also preparing them for each phase of their education.

To ensure quality of provision for all children who attend nursery we carefully manage the structure and organisation of the sessions so that nursery children may attend morning sessions (9am - 12pm) or full days (9am - 3pm). This ensures that the nursery children have access to learning and playing opportunities, including phonics and maths sessions, alongside their older peers in the same class.

Session	Timings	Information
Morning 9-12pm	<ul style="list-style-type: none"> ● Our Class 1 gate is opened at 9am for nursery children when parents can drop off their nursery child. ● Snack is eaten at 10.30am ● Nursery children are collected from the Class 1 gate at 12pm. 	Nursery children who play and learn during the morning session should bring their water bottle, fruit snack, a change of clothes and their coat with them.
Full day 9-3pm	<ul style="list-style-type: none"> ● Our Class 1 gate is opened at 9am for nursery children when parents can drop off their nursery child. ● Snack is eaten at 10.30am ● Lunch is eaten at 12pm ● Nursery children are collected from the Class 1 gate at 3pm. 	<p>Nursery children who play and learn during the full day session should bring their water bottle, fruit snack, a packed lunch and a change of clothes and their coat with them.</p> <p>A warm school dinner may be purchased for children who are staying at nursery all day. The current cost of a school dinner is £2.25 This cost may alter in the future and parents will be notified accordingly.</p>

Rocliffe Nursery Offer

Offer	Sessions	Information
Part-time	Mornings only (9am - 12pm)	<ul style="list-style-type: none"> Available to children in the year before they start Reception class at school. Can be paid for directly by parents or using 15 funded hours.
Part-time	Mixture of mornings and full days	<ul style="list-style-type: none"> Available to children in the year before they start Reception class at school. Can be paid for directly by parents or using 15 funded hours (with the option to have additional hours paid for by parents if more than 15 hours is required.)
Full-time	Five full days	<ul style="list-style-type: none"> Available to children in the year before they start Reception class at school. Can be paid for directly by parents or using 30 funded hours.

Parents may wish to pay for additional hours in addition to their 15 funded hours. Bolt on sessions provide nursery parents the flexibility of dropping off and/or picking up their nursery child at the same time as an older sibling. Wraparound additional morning and afternoon sessions provide parents with childcare for their nursery child before and after school hours. Sessions which are paid for will be charged as follows -

	Session and time of day						
	Additional morning session 8am - 9am Includes breakfast if arrival at school is before 8.30am	Bolt on session 8.45am - 9am	Morning session 9am - 12pm	Paid school lunch	Afternoon session 12pm - 3pm	Bolt on session 3pm - 3.30pm	Additional afternoon session 3 - 4.30pm Includes a light snack
Charge	£6	£2	£15	£2	£15	£2.50	£8

Parents of nursery children attending additional morning and/or afternoon sessions should drop off and collect their child/ren from the main school gate at the steps/layby.

The school will accept tax-free childcare vouchers.

As the year progresses, or due to changing circumstances, you may require your child's agreed offer to change. To allow for effective planning we require a half term's notice of any adjustments to your child's nursery sessions and this will be dependent upon available spaces.

Conditions of Offering Additional (Paid) Hours

Schools may charge for additional activities and services provided they have followed the following guidance. The governing body has approved and published this charging policy.

Staffing / pupil ratios and EYFS requirements for academy nursery classes will be maintained in accordance with the DfE EYFS Framework.

The school will maintain its three term intake for the Nursery with pupils being admitted in the term after their third birthday.

The hours offered will be reviewed on a termly basis whenever possible.

Charges must be sufficient to cover the cost of delivering the service, any profits must be re-invested in the school or in the service.

Payments can be made weekly, monthly or termly in advance using Arbor. A separate budget will be set showing income / expense.

Parents are requested to keep up to date with payments. If money is owed for more than 2 weeks and a reminder has been sent we reserve the right to withdraw additional services.

Invoicing and Payment Procedures

An invoice for the additional sessions will be sent to parents half termly in advance. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Headteacher in writing upon receipt of invoice. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Note: late payment may incur additional charges and non payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged

Non Attendance or Cancellation

There will be no refunds (full or part) for non attendance of chargeable sessions. Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher. Note: late payment may incur additional charges.

Applying for a place in the nursery

The responsibility for determining the admission for nursery age children has been delegated to the Governing Body of the School. The Governing Body has delegated this responsibility to the Headteacher and School Administrator.

Parents can register a note of interest for their child to attend the Nursery by contacting the School Office. Being placed on the note of interest list does not guarantee a place in the nursery. Places will be allocated using the Roecliffe CE Primary School Nursery admission criteria (below).

The admissions to nursery will be ranked according to the Roecliffe CE Primary School Nursery Admissions Criteria listed and not according to when the application was made. The offer of sessions will be made to meet parental need according to this ranking. This will include offering successful applicants 15 hours free entitlement and, if applicable, 15 hours extended entitlement.

Applications received after the deadline will not be considered unless there are places available and the normal admission criteria will be followed. Once a child has been allocated a place, their sessions are theirs until they leave. However, sessions that have been allocated but not used on a regular basis (other than sickness/family holiday) can be reallocated to another child at the discretion of the Governing Body.

Nursery Admissions

When allocating nursery places, our school follows the criteria below.

All governing bodies are required to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. It relates only to children who have undergone statutory assessment and for whom an EHCP has been issued.

Order of Priority	Notes
<p>First priority: Looked-after children and all previously looked-after children for whom the school has been expressed as a preference. Previously looked-after children are children who were looked-after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked- after children, a copy of the relevant documentation will be required in support of the application .</i></p>
<p>Second priority: Children who are recommended by the Director of Children and Young People's Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p>
<p>Third Priority: Children within the normal catchment area of the school, giving priority to the oldest children.</p>	
<p>Fourth Priority: Children from outside the school's normal catchment area, giving priority to the oldest children.</p>	

Please note: Admission to Nursery in Class 1 does not give automatic entry to the Reception year group in Class 1. An application for your child to join the reception year group at Roecliffe should be made at the relevant point in the year using the website link above.

From September 2023, the children may enter nursery in the academic year before they start reception class in full-time education at the age of four years old.

If there are available spaces later in the academic year, additional places in the nursery may be allocated. The number of places available for our nursery entry will be dependent on the number of reception children attending at the start of that academic year. A maximum of eight places for nursery children is allocated in order that the school complies with staffing ratio requirements. The number of allocated reception places is confirmed to the school in April each year. The school will confirm nursery places to applicants by the end of May each year.

Proper continued use of the nursery place must be maintained otherwise the place will be offered to another child. The school reserves the right to depart from its normal admissions policy in exceptional circumstances. 'Exceptional circumstances' will be at the discretion of the school.

Applications for admissions to the school's nursery should be made using our school's admissions form, which is available from the school office: office@roecliffeschool.co.uk or by phoning 01423 322032.

Review date: June 2024