



Melton Primary School

# Nursery Admissions, Terms and Conditions & Charging and Remissions Policy

Agreed by the governing body on: 3<sup>rd</sup> February 2022

Chair's signature:

Review date: February 2023

## Operating Days and Times

Melton Primary School Nursery is available from 9am to 3.30pm, Monday to Fridays (with the exception of Bank Holidays and staff Personal Development Days) during term times only. Wrap around care is available from 7.45am to 5.30pm.

## Admissions, Sessions and Fees

### Admissions criteria

It is our intention to make our Nursery accessible to children and families from the local community through transparent, fair and clearly communicated procedures.

In order to achieve the above we will endeavour to ensure that the existence of the Nursery is widely advertised in places accessible to all sections of the community.

We will ensure that information about our Nursery is accessible in written and spoken form and where necessary we will assist in providing information in Braille and translated formats. We are happy to communicate via text relay.

As a Community Led Nursery, we are not obliged to offer places in any specific order but, If the number of applications exceed the number of places for any session, we will allocate spaces giving priority in the following order;

- Looked after children;
- Children with a particular educational, social or medical need (as referred by a professional e.g. paediatrician, health visitor, speech therapist, social worker);
- Children requesting at least 15 hours;
- Children due to start school in the following year;
- Children with a sibling or half-sibling at the school;
- Children living within the school's catchment area.

If spaces become available during the year, we will allocate them using the same criteria.

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. **We also accept children into Nursery, whether they are toilet trained or not.** We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend our Nursery.

Parents and carers are encouraged to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two. We operate a fully flexible admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

Please note that admission to our Nursery does not in any way constitute a promise of a place in our school or any other local primary school.

- All 3 and 4 year olds are entitled to 15 hours per week of free early education (Universal funded hours). If parents meet the eligibility criteria they may also be able to claim an additional 15 hours a week (extended hours). To receive 30 hours of free childcare you can sign up online, via [childcarechoices.gov.uk](http://childcarechoices.gov.uk). This will generate a code, which must be verified by the school before the additional funded hours can be authorised at Melton Primary School Nursery.
- All sessions (funded and paid) are to be booked at the beginning of each term using the Parent Authorisation Form (PAF form) and the Melton Primary School Nursery application form. Funded sessions booked are not interchangeable with a paid session if a child does not attend a funded session.

- At the beginning of each term additional paid sessions will be offered after all eligible 3 and 4 year olds have been offered their funded sessions.
- At the start of each school term, eligible children who were attending Melton Primary School Nursery in the previous term will be offered the opportunity to increase or decrease their sessions for the forthcoming term and we will aim to accommodate these changes providing there is sufficient space and adequate staffing.
- Remaining sessions will be offered to children on the waiting list
- All Nursery sessions are only available to eligible children aged 3 and above.

A place in the Melton Primary School Nursery does not automatically guarantee a place at Melton Primary School, parents must still go through Suffolk County Council's admission to school process.

### Charges

15 hours free Early Education Grant is able to be offered if a claim has not been made at any other establishment during the term the child wishes to start. Only if a child moves establishments mid-term and has not previously claimed the EEG can a claim then be made.

### 30 hours funding

We are able to offer the 30 hours funding to eligible parents/carers, however this must be applied for and a code received each term by the following dates:

Autumn term: Last day of August

Spring term: Last day of December

Summer term: Last day of March

If no code is received, sessions will be charged as below.

### Melton Primary School Nursery session timings and fees

#### Funded sessions

Morning session	9.00am to 12.00pm	3 hours
Afternoon session	12.30pm to 3.30pm	3 hours

#### Additional sessions to funded hours

Lunch session	12.00pm to 12.30pm	£2
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Morning session	9.00am to 12.00pm	£12
Afternoon session	12.30pm to 3.30pm	£12

## Lunches

There is the option for a child to extend their session by staying for lunch following a morning session. Lunchtime is subject to separate charges and sessions cannot be included as part of the funded session entitlement as it is considered child care and not an educational session. Children staying for a full day (9.00am to 3.30pm) will be required to pay the additional ½ hour lunch session fee (If you do not wish to pay for lunchtime supervision, you can collect your child at 12.00pm and return them for 12.30pm, where appropriate).

Any parents booking their child in for a lunchtime session will have the option to buy a cooked school meal or to provide a healthy packed lunch along the same lines as those suggested for school children. Milk and water will be available. Lunchtime is supervised by Nursery staff who encourage healthy eating and provide fun learning opportunities.

## Wrap Around Care

Children attending Melton Primary School Nursery have access to the school's Wrap Around Care.

Breakfast and afterschool sessions can be booked and paid for on ParentPay.

Breakfast Club	7.45am to 9.00am	£4	(includes cereals, toast & drinks)
After School Club	3.30pm to 5.30pm	£6	(includes a light tea and drinks)

Full details can be found on the school website.

## Payment of invoices

- Invoices are calculated on the number of booked sessions each month.
- Invoices for paid sessions will be sent out monthly and must be paid in full within 7 days of the date of the invoice. There is an automatic charge of £10 levied if payment is not received by the end of that month
- Invoice payment should be made through the school's Parent Pay system.

## Charges/Late Collections

Melton Primary School Nursery operates a strict 'on time' collection policy. If a parent/carer fails to collect their child/ren at the end of a booked session and has not contacted the school, their child/ren will be placed into the lunchtime session (at the end of morning nursery) or be supervised by staff (at the end of afternoon nursery). We reserve the right to charge a £10 admin fee and £2 per half-hour supervision fee.

Frequent late collection could impact on access to attend agreed sessions.

## Late Payments

Invoices are sent out monthly for sessions booked in advance. These invoices must be paid in full within 7 days of the date of the invoice, there is an automatic charge of £10 levied if payment is not received by the end of that month. Please note that if a parent/carer fails to pay an invoice within 14 days of the due date, the school has the right to refuse to accept further bookings for additional paid for sessions. Should you experience any difficulties in paying Nursery fees, please arrange to speak to the School Business Manager in confidence at the earliest opportunity.

- Fees are reviewed annually.
- Paid sessions will be invoiced monthly in advance and payment is due within 7 days of the date of the invoice.
- Invoice payment should be made via the schools' Parent Pay system
- All fees for sessions which have been booked are non-refundable.
- Cancellations or changes to bookings will only be accepted with appropriate prior notice (4 weeks) and at the discretion of the school.
- Holidays taken during term time are payable at the full rate.
- No refunds will be given due to illness, except in exceptional circumstances and at the discretion of the school.
- No refunds to be given in the case of school closure.

### **Collecting Your Child**

You must provide us with the names and contact details of any adults authorised to collect your child/ren. We cannot release children to anyone under the age of 18 unless there are exceptional circumstances. If this situation should arise please let the school know. If a situation arises in which your child/ren have to be collected by an adult who is not on your authorised adult list **a password system will operate. To ensure the safety of all children, Melton Primary School Nursery staff will not release children into the care of anyone who is not on your authorised adult list without the correct password without gaining confirmation from you first.**

Frequent late collection could impact on access to attend agreed sessions.

### **Conditions of Admission**

- 1) Melton Primary School Nursery reserves the right to require the removal of a child/ren from the Nursery due to breach of these terms and conditions
- 2) All other Melton Primary School policies apply

**All nursery sessions are only available to eligible children aged 3 and above.**

### **Contacts**

Email: [admin@melton.suffolk.sch.uk](mailto:admin@melton.suffolk.sch.uk)

For all Nursery bookings or invoice enquiries please contact 01394 382506.