



Knowleswood
Primary School

**Nursery Admissions and
Charging Policy**

Inclusion

Knowleswood Primary School aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Knowleswood is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

We offer a stimulating and quality learning environment, both indoors and outdoors with experienced, caring and committed practitioners. All children thrive and are motivated to learn.

When the time comes for children to move from Nursery to Reception, the transition is carefully planned to ensure all children are familiar with their new class teacher and the Reception environment.

Nursery Education

For children aged 3 and 4 years old we offer a nursery place that provides a flexible provision to our community. In addition to a funded 15 hour place, parents/carers can pay for additional Nursery sessions. Morning, afternoon and full day sessions are available for 38 weeks per year, during term time. Parents/carers will be required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement.

Nursery session times are as follows:

Morning Session	8.30 am	–	11.30 am
Afternoon Session	12.15 pm	–	3.15 pm
All day including lunch	8.30 am	–	3.15 pm

The 15 hour free entitlement will be made up of 5 sessions. Additional sessions can be purchased on a termly basis subject to availability and the completion of a parent/school contract. Payment for these sessions must be made in advance and at the latest by the Friday of the week before the sessions take place.

Admissions Policy

The criteria we follow to allocate places is detailed below:

Entry to Nursery is in three intakes over the year.

1. LAC (looked after children) will always take priority.
2. Children who have exceptional social or medical needs.
3. Additional paid or revised sessions for children who already attend our Nursery.
4. According to the child's date of birth.
5. Children who have siblings already at our school.
6. Where possible we will allocate first preferences. If a chosen session is full, where available, we will offer an alternative session. Children will then be placed on a waiting list.

Further Admissions Information

- The responsibility for determining the admissions for nursery age children lies with the Governing Body of Knowleswood Primary School.
- The Governing Body has agreed that any available sessions, over and above the 15 hours free weekly provision will be chargeable.
- The three intakes over the year will be at the start of each term – September, January and April.

For children of school age, we follow the Local Authority Admission Arrangements. Therefore, a child who has a place in Nursery is not guaranteed a place in Reception, nor do they have additional priority for Reception. Further admission arrangements for school aged children can be found on our website at: www.knowleswood.co.uk.

Parents of prospective new pupils are positively encouraged to visit the school.

Admission policies will only be consulted upon every 3 years unless there have been changes.

Additional Nursery Sessions and Charges

- Additional 3 hour Nursery sessions are subject to availability and will be allocated on a first come, first served basis.
- Additional sessions are charged at £9.00 for 3 hours and this charge will be reviewed annually.
- Additional sessions and charges will be outlined in the parent/school contract.
- Additional sessions must be arranged termly, in advance and in agreement with the school.
- A half term's notice will be required if parents wish to cancel additional sessions at Knowleswood Nursery. Knowleswood Primary School reserves the right to charge a half term's fees should parents not provide this notice.

If your child is attending for a full day (8.30 am – 3.15 pm) and requires a school meal, the cost is £1.60 per day payable via ParentPay. Alternatively, you may send your child with a packed lunch. If children are staying for the full day, we do not charge for the lunch period care.

Illness and Absence

We regret that no reduction in fees can be offered due to absences through illness or additional holidays.

Adverse Weather or Unexpected Closure

The Nursery will endeavour to open at all times. However, should the Nursery be closed unexpectedly due to adverse weather conditions, for example, heavy snow, flooding or storms you will not be charged for this day. A refund will also be given should unexpected closure due to failure of utility services occurs.

Nursery Registration

Nursery registration forms are available from the school office. Once the registration form has been completed, we will send parents/carers an initial welcome letter providing information on the Nursery sessions available. A more detailed application pack, inviting parents/carers to meet Nursery staff and explore our learning environment will be sent when a place has been allocated.

Payment Methods

- Payment should be made via Parentpay for nursery session fees and for nursery dinners.
- If a child is absent, refunds or reductions are not available as Nursery costs do not reduce if your child is absent.

Payment Arrears

- Payment must be made in advance for the following week. Children will not be allowed to stay if payment has not been received.
- Session times cannot be changed without prior notice and subject to availability of places.

Cancellation of Contract

- Cancellation of the 15 hour free entitlement sessions can be made at any time. Parents will be required to sign an updated parent/school contract.
- To cancel additional (charged) sessions, a half term's notice will be required.
- Any permanently cancelled sessions will be made available to children on the Nursery waiting list.
- Once additional sessions are cancelled school cannot guarantee re-instating them.

Reviewed: July 2017

Next review date: July 2020