



Policy title	Admissions Policy
Written by	Natalie Pitts (Nursery Teacher)
Policy owner	Rob Smith (Principal)

Status	Approved
Summary of change	Updated sections :1.7, 2.2.1, 2.2.7 Added sections: 2.2.8, Appendix A

Approval date	May 2024
Approval authority	Principal
Review date	May 2025



1. Admissions Procedures

- 1.1 Children may start at the Nursery when they are 2, depending on available spaces. Parents must fill in admission forms, the Nursery Teacher or Key Person must carry out a home visit and the parent and child must come for three play sessions before they start. Play sessions are all for an hour and a half on three different days as agreed with parents.
- Play session 1- Parents and child view the nursery and can stay and play together.
 - Play session 2- Parents can leave child and return after the hour and a half to collect.
 - Play session 3- Parents can leave child and return after the hour and a half to collect.
- 1.2 Children will not be able to claim two year funding until the term after their second birthday or Early Years Education Entitlement (EYEE) until the term after their third birthday. Until this time, parents/carers will be charged at the current hourly rate.
- 1.3 Children who attend Nursery for their 2 Year Funding or EYEE have the option to stay longer hours for wrap around care, which will be charged accordingly. Children who are not allocated a place or whose parents/carers choose to delay their child's start in a Reception class may attend Nursery, claiming their EYEE until the term after their fifth birthday providing they have not accepted a school place.
- 1.4 During the summer term, places will be allocated for the autumn term, according to the waiting list. Parents/carers will be invited to the Nursery along with their children, where they will be given an admissions form to fill in and a home visit will be arranged for the September.
- 1.5 Places and sessions which are left after allocation in the summer, will be offered on a first come first served basis to parents who fill in an 'Admissions Form' and whose child will be of an appropriate age for the session. Admissions are also allocated during the winter and spring terms. However, this is flexible if places allow.
- 1.6 Applications from parents/carers of children, who are too young, will be added to the waiting list.
- 1.7 Places may be capped in accordance with availability, staffing and ratios.

2. Charging

2.1.2 Year Funding & EYEE

- 2.1.2 Churchwood Primary Academy Nursery is registered to deliver 2 Year Funding which enables children who are eligible from the age of 2 (the term after the child's second birthday) to receive 15 hours free education and care per week.



- 2.1.3** Early Years Education Entitlement (EYEE) is also delivered which enables every child from the age of 3 (the term after the child's third birthday) to 5 years, to receive 15 hours free education and care per week.
- 2.1.4** 30 Hours Free child care per week is also delivered for eligible children of working parents/carers from the age of 3 (the term after the child's third birthday) to 5 years.
- 2.1.5** From April 2024, 15 hours free child care per week will also be delivered for eligible children of working parents/carers from the age of 2 years (the term after the child's second birthday) to 3 years.
- 2.1.6** This covers a 38 week year of 14 weeks in the autumn term, 11 weeks in the spring term and 13 weeks in the summer term. If you wish to leave the setting and claim funding with a different provider four weeks' notice must be given.

2.2 Fee Payment

- 2.2.1** If you require additional hours for your child, these can be paid for at the current hourly rate detailed in the fee structure (see appendix A). If your child is having extra hours at the setting and you no longer wish to use them, four weeks' notice must be given.
- 2.2.2** If your child is away from Nursery due to sickness, fees remain payable for the first week of illness and then reviewed on an individual basis. We reserve the right to send children away if they are unwell. We may also call for unwell children to be collected.
- 2.2.3** Fees are still payable if holidays are taken during term time.
- 2.2.4** We will require all fees to be paid in advance on Parent Pay: this can be on a daily, weekly, monthly or termly basis. Please let us know how you would like to be invoiced, either weekly, monthly etc. However, if fees are outstanding a reminder letter will be sent to you. In the unlikely event that your fees are still unpaid one week after the reminder, then we will write to you advising the action we will take.
- 2.2.5** Please note: that Churchwood Primary Academy Nursery reluctantly reserve the right to withdraw or reduce a child's place if fees are not forthcoming. However, we will always look at cases of hardship and work hard to reach a suitable agreement, so please talk to the Nursery Administrator or Early Years Lead if necessary.
- 2.2.6** School dinners must be paid for in advance on Parent Pay. If no payment is provided, a call will be made to parents/carer to provide a packed lunch. If dinner money is outstanding a reminder letter will be sent to you. In the unlikely event that your dinner money is still unpaid one week after the reminder, then we will write to you advising the action we will take. Support will be given to parents if needed upon request.
- 2.2.7** Staff will receive 10% discount on all fees of their own child/ren attending Churchwood Nursery.
- 2.2.8** Parents who are persistently late will be charged at the current hourly rate.



3. Parental Partnership

3.1 By working together, we can provide the best pre-school care and education for young children.

We aim to support parents/carers and involve them in their children's learning and in their own personal and educational development. Your child will be allocated a key person that will maintain responsibility for your child's daily care and learning experiences and a Nursery Teacher who will have overall responsibility for your child's development, welfare and educational needs. Any concerns should be addressed in the first instance by the Nursery Teacher.

3.2 To do this we aim to:

- i. Be available for ongoing dialogue on a regular basis.
- ii. Share record keeping at formal and informal meetings and acknowledge contributions from parents/carers to these records.
- iii. Welcome contributions from parents/carers in whatever form they may take.
- iv. Ensure parents/carers understand the written information given to them.
- v. Keep parents/carers informed of any trainings, workshops or local initiatives that are available to them.
- vi. Hold meetings at venues and times that are convenient for all.
- vii. Make sure that all parents/carers are aware of policies and procedures, including complaints and suggestions.
- viii. Provide information in different languages and formats when requested.
- ix. Provide information for parents/carers to learn about curriculum, and play activities.
- x. Inform parents/carers of their child's key person.
- xi. For every parent to meet the nursery Teacher ahead of start.

This policy is an appendage to Churchwood Primary Academy and University of Brighton Academies Trust policies.

Appendix A

NURSERY FEE STRUCTURE

Sessions	Cost	
	2 Year Olds*	3&4 Year Olds
9am-12pm 12pm-3pm	£15.90	£14.40
12pm-1pm lunch	£5.30	£4.80
	Plus a packed lunch or school meal costing £2.85	
8.30am-9am 3pm-3.30pm	£2.65	£2.40
8.30am-12pm 12pm-3.30pm	£18.55	£16.80
9am-3pm	£31.80	£28.80
8.30am-3.30pm	£37.10	£33.60
2 Year Olds Funding & EYEE Sessions 15 hours or 30 hours**	15 or 30 hours to be taken between the core hours of 9am-3pm daily, term time only.	

*Please note – if you are paying for your child’s 2 year old place they will not be transferred to the 3-4 year old cost until the term after their 3rd birthday.

**there is a limit on the amount of 30 hours EYEE funded places available, please enquire at the Nursery for availability.

Staff will receive 10% discount on all fees of their own child/ren attending Churchwood Nursery.