



Nursery Admission and Additional hours Policy

Springfield Primary Nursery has 26 part-time places. Children are entitled to 15 hours free entitlement due to Government policy. This is generally offered as 5 morning sessions or 5 afternoon sessions. In some cases 2.5 days can be considered. Additional hours- beyond the 15 free hours- are to be paid for. These additional hours will be assessed on an individual basis and will be termly allocated on the understanding that 15 hours Free Entitlement will be prioritised. Therefore we reserve the right to withdraw if places are needed in Nursery for another child to be admitted for their 15 hours Free Early Learning place. Children eligible for 30 Free Early Learning may be admitted provided we have the places available in the morning and afternoon sessions and that there is also space in our lunchtime provision. Children eligible for 30 hour FEL will be expected to pay for lunch time supervision or can have the option of going home for lunch.

Morning sessions are 8.45-11.45am

Afternoon sessions are 12.20-3.20pm

Parent/Carer Agreement

Parents are required to complete a 'Termly Pattern of attendance' agreement form which are updated each term (Autumn, Spring, Summer). Any changes in these hourly patterns are subject to availability and agreement. 4 weeks notice is required when leaving the setting before starting with a new Early Years setting. This is to ensure there is no overlap in claiming of the 15 Hours Free Early learning funding from the Government. The notice period starts from the date the parent informs the School Business Manager or Early Years leader that your child will be leaving the Nursery. We will contact the new setting to agree the date of leaving and the date your child is able to start.

Admissions

After an initial application request form is completed, you will be contacted by a member of the early year's team during the term before your child is due to start in Nursery. During this call, we will determine the pattern of attendance and whether we can accommodate this request. You will then be sent an admission pack to fill in the relevant admission forms. Once these forms are received in school, you and your child will be contacted to visit the Nursery. Here you will meet the Nursery teacher and visit the Nursery setting.

Places are allocated by the Nursery Teacher in consultation with the Early Years Foundation Stage Leader. Children are eligible for a Nursery place when they have had their 3rd birthday, however children will only be admitted at the following times:

- Children are admitted the term (Autumn, Spring, Summer terms) after their 3rd birthday.
- Admission arrangements may alter if there are recommendations from outside agencies. There may be flexibility to arrangements in exceptional circumstances, as determined by the Headteacher.

Please note: Attending Springfield Nursery does not influence your child's chances at being allocated a place at our Reception class. You will need to apply to the Local Authority at the appropriate time for a place in school.

Home visits for September starters

Generally home visits are carried out during the first week of term. Parents will be notified of a date and time for the home visit by letter or phone call. Families are visited by the Nursery teacher and a member of the Learning support team. We make every effort to ensure that language translation is available for these visits. You will then be invited into school to complete admission forms before your child starts at the Nursery.

Induction/Transition Arrangements

Entry into Nursery is monitored against the needs of the child and the family. Parents are encouraged to stay with their child on their first day as part of the transition process. We may ask parents to stay for longer during this settling period; this will be at the discretion of the Nursery staff.

Booking and Place allocations.

- Stage of development and readiness will be considered in every instance when fulltime places are requested.
- Priority is given to children with 15 hours free entitlement.
- Additional hours above the Early years entitlement are allocated subject to availability.
- Additional allocated sessions must be paid one week in advance.

Payment

- Payment for additional hours or Lunch club fees can be paid through cash or cheque. Cheques need to be made payable to **'Springfield Primary School'**
- Receipts will be given when money is received.
- All payments are to be made at the Main school Office.
- If there is a failure to make payments, the additional hours service will be cancelled.
- Lunch Club Supervision is charged at £ 4.75 per day
- Extra hours are £ 4.75 per hour (£14.25 per session)

Absences

- Parents must notify the school office to report a child's absence from Nursery. Parents who do not notify school will be contacted by the school office. As a matter of safeguarding, school requires contact with parents about their child's absence.
- Un-notified absences will be charged at full amount.
- There will be no charge if cancelled due to illness, if school is notified.
- Please contact us to give notification of long term illness.
- Families who plan leave from school due are required, due to safeguarding reasons, to complete a Holiday form. Please note, no holidays are authorised by school.
- Family holidays or extended leave taken during the academic year will be charged in full. Families planning extended leave from the Nursery should consider whether they de-register their child from Nursery. Re-admittance is subject to availability.
- Regular bouts of reduced attendance may result in a review of your child's allocated place in Nursery.

We will try our best to be flexible and meet the individual needs of our families. However, parents need to be understanding where this is not always possible.

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