



Leyburn Community Primary School

Nursery Admission and Charging Policy

At Leyburn CP School we offer high quality Early Years provision within our Early Years Foundation Stage unit which is made up of a nursery class and reception class. The nursery has 26 places for children aged 3 to 4 years old.

Parents/carers may access their 15 hours per week free early year's education for 38 weeks a year during term time. They will be required to sign a parent/school contract stating whether their child will be accessing their 15 hours free entitlement either during morning or afternoon sessions in the term following their third birthday.

Session times are as follows:

Morning Session 9.00am - 12.00pm

Afternoon Session 12.30pm - 3.30pm

Applying for a place in the Nursery

The responsibility for determining the admissions for nursery age children has been delegated to the Governing Body of the school by NYCC. The Governing Body has delegated this responsibility to the Headteacher and the EYFS lead.

Application process:

- Parents can register an interest for their child to attend the nursery by contacting the school office and completing the appropriate form, indicating whether they prefer morning or afternoon sessions. **Completion of this form and being placed on the register of interest list does not guarantee a place in the nursery.**
- The admissions will be ranked according to the Leyburn Community Primary School Nursery Admissions Criteria listed below and **not** according to when the application was made.
- Once the morning sessions are filled, then children will be offered afternoon sessions. School will allocate sessions according to the child's date of birth.
- The offer of sessions will be made by the school and will have to be accepted by the parents.
- If your child has been offered a place in the initial allocation, you will receive an invitation letter. The place is not secure until you have responded to the invitation by the due date.
- Applications received after the deadline will not be considered unless there are places available and then the normal admission criteria will be followed. Admissions during the school year will be offered according to the ranking as places become available.
- Once a child has a place allocated, their 15 hours of free early years' education is theirs until they leave. However sessions that have been allocated but not used on a regular basis (other than sickness/family holiday) will be reallocated to another child on the waiting list.

The deadline for applications is:

Date of Birth	Term to start in Nursery	Deadline for applications
1 st Sept - 31 st Dec	spring term	1 st October
1 st Jan - 30 th April	summer term	1 st January
1 st May - 31 st August	autumn term	1 st March

Criteria for Admission into Leyburn CP School Nursery

ORDER OF PRIORITY:	Notes
<p><u>First priority:</u></p> <p>Children and young people in Public Care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority. 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><u>Second priority:</u></p> <p>Children who are recommended by the Director of Children and Young Peoples 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 children had to attend another school.</i></p>
<p><u>Third priority:</u></p> <p>Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><u>Fourth priority:</u></p> <p>Children within the normal area of the school, giving priority to the oldest children first.</p>	

Fifth priority

Children from outside the school's normal area, giving priority to those whose home is nearest to school first

Criteria for Admission into the Nursery (F1) Oversubscription

If more applications are received than can be accommodated, the children from each priority category will be considered in turn until all available places have been allocated.

Register of Interest (waiting) lists

A register of interest list of applicants will be held in case spaces become available during the year. It will be constructed according to the Leyburn CP School Nursery Admission Criteria.

Additional Sessions and Charges

Additional sessions are subject to availability.

Parents/carers may choose to book additional sessions (above the 15 hours' entitlement) and request paid lunchtime sessions.

Additional sessions and charges will be added to the parent/school contract.

Additional sessions must be booked termly and paid half-termly or monthly in agreement with the school office.

Each session of 3 hours will be charged at £13.50 with lunchtime at £1.50. This charge will be reviewed annually.

A half term's written notice is required should parents wish to cancel additional sessions at Leyburn CP School Nursery. We reserve the right to charge half a term's fees should parents not provide this written notice.

Once additional sessions have been allocated they will continue to be included in the termly session allocations unless:

1. Parents have given a half term's written notice to cease the extra sessions.
2. The child leaves our nursery.
3. Payment for additional sessions that are not made by the date stated on parent/school contract.
4. The child has not been attending the additional sessions regularly (whether sessions have been paid for or not).

During periods of high interest/ oversubscription requests for additional sessions will be as follows:

1. We will allocate the 15 hours of free early year's education to the new intake in the first instance.

2. If a child is already in receipt of additional sessions they will continue to be allocated to them if space remains after the new intake notes of interest for the 15 hour entitlement have been allocated.
3. Additional bought hours for the new intakes will then be considered.

Fee Payment

Additional bought hours will be charged on the parental contract and payment should be made by Parent Pay by the date stated but at least within 2 weeks of the beginning of term.

Individual payment arrangements in exceptional circumstances can be discussed with the Governors/ Head Teacher/ School Bursar. Please talk to office staff should you think you have exceptional circumstances.

If a child is absent due to sickness refunds or reductions are NOT available for absence. (School costs do not diminish if your child is ill)

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Fees must be paid for within 2 weeks of the term beginning or Additional Bought Hours will be withdrawn.

Any charging for Early Years Foundation Stage must not be carried out if it has a detrimental effect on other children accessing their free entitlement.

Attendance for nursery aged children has no bearing on admission to Reception.

A separate admissions form for Reception children will have to be made in line with the local authority co-ordinated admissions scheme. www.north.yorks.gov.uk/admissions

Date: November 2016

Review Date: July 2017