



Admissions Policy September 2022



Admissions Policy at St Paul's Cray CE Primary Nursery

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Waiting List

We operate a free waiting list, and parents are encouraged to book early for places.

Our admissions policy is on a first-come, first-served basis, but with the following exceptions:

- Current part-timers who wish to increase or change sessions are given priority over children on the waiting list
- Siblings of children currently attending either our Nursery or our Primary School have next priority
- Distance from the school is taken into consideration for ease of travel as well as for transition into school.

Prior to a child attending St Paul's Cray CE Primary School Nursery, parents must:

- provide a copy of the child's birth certificate,
- Sign a copy of the Parent Contract – stating the hours your child will be attending. This is an agreement to allow us to claim the government funded place.
- Sign our terms and conditions on our admission form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Your child will not receive a starting date until all the above has been received.

Providing government funded places – 2-year-old funding, universal 15 hours and extended entitlement (30 hours)

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed (but this should be booked at least half a term in advance). Please note admissions/start dates will generally take place at the start of a half-term.

All funded sessions must be booked in advance and any changes or cancellation (notice to leaver) must be made in writing with sufficient notice.

All paid for sessions must be booked in advance and any changes or cancellation (notice to leave) must be made in writing with at least a notice of 4 weeks.

All settings registered to accept government funding must have a free offer for 2, 3 and 4 year olds.

Free Offer	2 year old funding	Universal 15 hours	Extended Entitlement (30hours)	These hours are free and will be allocated on a first-come, first-served basis according to our policy.
Intake	Term after child turns two	Term after child turns three until compulsory school age	Term after parents apply and child turns three	

Hours of funded entitlement

2 year olds may attend mornings or afternoons – session times are 8.45-11.45am or 12.10-3.10pm

3 year olds may attend mornings or afternoons (as above) or may use their 15 hours in a flexible way such as 2 full days (8.45 am-3.10pm) and a half day (morning or afternoon times as above). Please note the charge below – where children attend full days, there is an additional charge for the lunch cover (11.45am – 12.10pm) as this means their hours exceed the 15 hours universal entitlement. You may take your child home if you would prefer instead of paying this additional charge, please discuss with us.

Hours will be allocated on a first-come, first-served basis according to our policy.

Additional Hours

If parents require additional hours (more than the 15 universal hours), they must pay in advance of the hours attended (ie at the beginning of the week). Failure to pay this will mean a removal of additional hours.

The cost for paid sessions are:-

2-year-old sessions (where parents do not qualify for 2 year old funding)	£15 per session (3 hrs)
3 and 4-year-old additional sessions (where parents do not qualify for 30 hr funding)	£13 per session (3 hrs)
Full days where children are not in receipt of 30hr funding	£2 charge for the lunch break which takes hours attended over the universal 15 hours.

Late collection

There is a fee of £5 for every 5 minutes that parents are late collecting their child.

30 hours funding

We have made it clear in our parent contract that children will be required to attend some part-time sessions before they attend full-time nursery to ensure that this is the right placement for them.

30 hrs may be used with shared care so a child can use some at our nursery and the rest at another provision/childminder. It is essential that we are made aware of any shared care in advance.