

St Paul's Cray CE Primary School Nursery Class Admission Policy

Ofsted Number: 146842 / 305 3005

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

Providing government funded places for eligible 3 and 4-year-olds

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 your child attending our setting, you must:

- provide a copy of your child's birth certificate.
- complete and sign a Parent Contract.
- 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.

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 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 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.

You are not obliged to give us notice for the funded hours however, we respectfully ask that you give as much notice as possible whilst also paying due regard to our notice period for non-funded hours.

Your child may lose their funded entitlement if they have 3 weeks consecutive absence in any one term.

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

My funded offer and charges

All settings registered to accept government funding must have a funded offer for 3 and 4-year-olds.

Our **term time** offers are

	U2YOW* 570 hours per academic year	TF2YO* 570 hours per academic year	2YOW* 570 hours per academic year	3&4YO Universal 570 hours per academic year	3&4YO Extended* 1140 hours per academic year
When:	N/A	N/A	N/A	Monday to Friday	Monday to Friday
Offer:	N/A	N/A	N/A	Option 1 08.45am – 11.45am x 5 days Option 2 12.15pm – 3.15pm x 5 days Option 3 flexible 8.45 am-3.15pm x 2 days (less lunch 11:45am – 12:15pm) plus one of the sessions above	08.45am – 11.45am AND 12.15pm – 3.15pm x 5 days
Consumables[^]	N/A	N/A	N/A	School meal £2.40 per day if taken	School meal £2.40 per day if taken
Additional^{^^}	N/A	N/A	N/A	Lunch cover 11.45am-12.15pm £2.00 per day if attending a full day (unless you wish to take them home for lunch) Additional sessions charged at £15.00 per session Late collection – will be charged at £5.00 for every 5 minutes that parents are late collecting their child	Lunch cover 11.45am-12.15pm £2.00 per day if attending a full day (unless you wish to take them home for lunch) Additional sessions charged at £15.00 per session Late collection – will be charged at £5.00 for every 5 minutes that parents are late collecting their child
*Eligibility code required. [^] Consumables are: - healthy meals, snacks, wipes, tissues etc. If a parent is unable to pay for consumables or if a parent wishes to provide their own, then the parent and provider can discuss alternative options on how/when a completely free place can be accessed. ^{^^} This is optional.					