



Nursery Admissions and Charging Policy

Owner:	Executive Business Manager
Date Ratified:	
Ratified by:	Resources Committee
Date Policy to be reviewed:	Autumn 2023

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1. INTRODUCTION

Claycots Nursery aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Claycots Nursery is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs and abilities.

2. ADMISSIONS TO NURSERY

In accordance with the policy set out by Slough LA, Claycots can admit children into Nursery the September after they turn three. To be eligible for a place in the main Nursery, children need to have turned three by, 31st August.

Admissions may occur at three different stages:

Britwell Campus

This campus has three separate admission intakes for Nursery:

September Intake	Children born from 1st September to 31st August (September after they turn three)
January Intake	Pre-Nursery – Children born from 1st September to 31st December (before they turn three)
April Intake	Pre-Nursery – Children born from 1st January to 31st March (before they turn three)

Britwell Campus has 120 part-time places and 26 (30 hour) places.

Town Hall Campus

This campus has one admission intake a year for Nursery:

September Intake	Children born from 1st September to 31st August (September after they turn three)
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We follow the same admissions criteria that has been set out for each campus when admitting pupils to Nursery as per the LA guidance.

Summarised below is the process for admissions to the school, this applies to both campuses:

- Apply directly through the school, by completing our school admissions form, you would need to provide your child's original birth certificate or passport and proof of home address.
- Where places are available, a consultation will be arranged with our Nursery Leader and then you will be informed of your child's start date
- When the Nursery is full, your child's details will be added to our waiting list in accordance with our admissions criteria.

Town Hall Campus has 78 part time places.

3. ADMISSIONS CRITERIA

Children looked after by the LA and pupils with a statement of Educational needs will have priority over all of the categories listed below.

Britwell Campus (please note this criteria is different and follows the community schools criteria)

- a. LAC (Looked After Children) - Children in Public Care
- b. Catchment Area - Measured in a straight line from the front door of the home to the front door of the school
- c. Medical - Children who have strong medical or social grounds for admission
- d. Siblings - Children who have older brother(s) or sister(s) at the school when the applicant would enter
- e. All Other Applications - These would be any applicants that do not fall under the above categories

Town Hall Campus (please note this is a specific criteria endorsed by the Local Authority). For this campus there has been some variation in the admissions criteria, set out by the LA

- a. LAC (Looked After Children) - Children in Public Care
- b. Siblings - Children who have older brother(s) or sister(s) at the school when the applicant would enter
- c. Medical - Children who have strong medical or social grounds for admission
- d. Catchment Area - Measured in straight line from the front door of the home to the front door of the school
- e. All Other Applications - These would be any applicants that do not fall under the above categories

4. NURSERY ENTITLEMENT

Claycots Nursery offers 2, 3 and 4 year olds the entitled 15 hours weekly at the Britwell Campus and 3 and 4 year olds at the Town Hall Campus, 38 weeks of the year, during term time.

Our session times are as follows:

Morning session:	8.30am to 11.30am
Afternoon session:	12.30pm to 3.30pm
Full day:	8.30am to 3.30pm (30 hour entitlement plus an additional hour, which is chargeable)
Full day:	9.00am to 3.00pm (30 hour entitlement)

The 15 hour free entitlement will be made up using 5 x 3 hour morning or afternoon sessions. 30 hour extended entitlement, where additional sessions can be purchased on a termly basis subject to availability and the completion of a parent/school contract.

From the 1st September 2017 the government introduced an extended entitlement to early learning for working families. Claycots School offers 30 hours extended entitlement but this is dependent on parents meeting the eligibility criteria set out by the government and availability of places. You must apply for your extended entitlement through the HMRC online eligibility checking system by going to <https://childcare->

support.tax.service.gov.uk/par/app/applynow. If you meet the criteria you will be given an Eligibility Reference Number and eligibility start date. You will then need to provide us with this reference number so that we can validate the code and your child will be put on the waiting list until a place becomes available. You will be required to reconfirm your eligibility on a termly basis to be able to continue with 30 hours. If eligibility stops you will be offered the statutory 15 funded hours.

Funded 30 Nursery hours will either be from Monday to Friday, 9.00am to 3.00pm (you will be required to provide a healthy lunchbox for your child). You will also have the option for your child to attend from 8.30am to 3.30pm which an additional charge of £7.00 per session, which includes a hot dinner.

5. ADDITIONAL CHARGES

You will be charged on the 15th of the month for the forthcoming month. The fee will be added to www.ParentPay.com for you to pay electronically. You need to activate your ParentPay account in order to access this information, activation letters are available from the school office. A text will be sent requesting payment. Payment must be made within 2 weeks of receipt of text. Payments cannot overrun to the following month. If we do not receive payment from you by this time then the nursery place will be withdrawn and offered to another child.

The Headteacher and the governing body reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

Payment Arrears

Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 2 weeks will result in the child's additional sessions at the nursery being withdrawn.

Cancellation of Contract

The cancellation of the 30 hour and 15 hour free entitlement sessions can be made at any time.

To cancel additional (charged) sessions, a half term's notice will be required.

Any permanently cancelled sessions will be made available to children on the nursery waiting list. Once additional sessions are cancelled school cannot guarantee re-instating them.

For further information on admission to Claycots School, please contact Jody Wood at j.wood@claycots.com

Version	Authorised	Review Date	Effective Date	Approved Date
1	Resources Committee			