

SCARTHONURSERY CHOOOL

POLICY FOR ADMISSIONS

Reviewed every year
Autumn term 2024
To be reviewed Autumn term 2026

Scartho Nursery school is a small friendly setting offering early years' education for children between the ages of 3 and 4 years.

Children are offered a free part time Nursery place of five x three hour sessions per week, the term after their third birthday, subject to availability. These sessions are available during either the morning or afternoon. Morning sessions are 8.45 – 11.45 a.m., afternoon sessions are 12.35 – 3.35 p.m. The only exception will be if you are a working parent, only eligible for 15 hours, and there are spaces left after the 30 hours places, or flexible 30 hours places have been allocated.

In addition we offer a breakfast club from 7.45– 8.45 a.m. and an after school club until 4.30 p.m. Additional sessions can be paid for separately, if available.

Breakfast club, afternoon club can be used as part of the 15/30 allocation on a termly basis.

However, the degree of flexibility and additional provision depends greatly on the requirements of the majority of parents. Extended entitlement of up to 30 hours funding is offered but carries different conditions. This is for working parents who are eligible through a fixed set of criteria as determined by DFE and outlined at www.childcare-support.tax.service.gov.uk

For those taking between 16 and 30 hours at this Nursery these can be taken flexibly as full sessions, if available, between 7.45am and 4.30 pm.

We use Parent Pay so we are a 'cash free school'. Parents receive a link when their child starts with us. All pre booked session, lunch time care and before and after school club must be paid for even if a child is absent, unless there is at least 2 weeks notice of a booked holiday. If fees are not paid the school will contact parents to discuss this. Parents who are experiencing financial hardship can approach the school and this will be considered. If fees are not paid additional sessions or lunchtime care can be removed by the school. The school may use the small claims court to claim unpaid fees.

Children must access a minimum of 4 funded sessions a week with us.

ALLOCATION OF PLACES

Applications for Nursery places may be received from parents/carers from any area of N.E. Lincolnshire. All applications for a Nursery place are considered in birth order **prior to each intake**. At this point, we will begin to allocate places **and parents will be notified**. If parents and carers fail to return **the required** information by the specified date, their application will automatically be transferred to our reserve list and only considered if others defer their place. In situations where we need to prioritise the allocation of places, priority will be given to: -

In addition to the above, flexibility and places will be allocated as follows:

- Those children eligible for 15 hours, either 5xam or 5xpm.
- Those children accessing a full 30 hours placement.
- Those children accessing between 15-30 hours.
- Those only eligible for 15 hours but requiring flexibility for work.
- Those wishing to purchase extra sessions.

Places will be confirmed as soon as possible after the allocation date.

For further details please contact:

Scartho Nursery school
Pinfold Lane
[Tel:0 1472 872129](tel:01472872129)
Email:office@scarthonursery.co.uk

Policy Review

- ❖ 31st August The Western and Scartho Nursery School federation was dissolved –
- ❖ Policy name change – approved by Governors at FGB meeting on 14th Sept 2023
- ❖ Policy approved by Governors FGB meeting on 11/12/24

Changes made – lunchtimes to lunchtime care

Statement added: We use Parent Pay so we are a 'cash free school'. Parents receive a link when their child starts with us. All pre booked session, lunch time care and before and after school club must be paid for even if a child is absent, unless there is at least 2 weeks' notice of a booked holiday.