



Thomas Gray Primary School
Nursery Charging Policy Age 2 to 4
Ducklings /Blackbirds

Signed:

Rachael Rimmer 22/10/24

Head Teacher

Signed: *A P Taylor 22/10/24*

Chair of Governors

Review Date: 31/10/25

At Thomas Gray Primary School, we offer high quality Early Years provision within our nursery unit. Our Nursery has places catering for children aged 2 to 4 year olds.

Parents/carers can access both their Universal 15 hours funding and 30 hours Extended Entitlement per week for 38 weeks per year during term time. From September 2024 we have a limited number of places for the Extended 30 hours Entitlement. Parents wishing to access this extended funding must meet the criteria and apply online through the digital childcare service. HMRC is responsible for checking whether a parent is eligible and issuing the eligibility code. Once you receive your 11 digit eligibility code you must bring this along with your National Insurance number to the school office. Parents will be required to sign a parent/school contract stating when and where children are accessing their 15 hours or 30 hours free entitlement. Children attending the Nursery for 30 hours will be allocated these hours over four and a half days. The cost for the additional hours is £20 per session and for the full week is £100. **The additional cost will increase to £100 per week commencing 1st January 2025.**

Applying for a place in Forest Nursery

The responsibility for determining the admissions for nursery age children has been delegated to the Governing Body of the School. The Governing Body has delegated this responsibility to the Head Teacher. Parents can register a note of interest for their child to attend our Nursery by contacting the School Office. Being placed on a note of interest doesn't guarantee a place. Places will be allocated using Nursery admission criteria.

The admissions will be ranked according to Thomas Gray Primary Nursery Admissions Criteria listed below and NOT according to when the application was made. The offer of sessions will be made to meet parental need according to this ranking. Applications for Nursery places can be made at any time during the school year and spaces will be allocated according to the sessions we have available.

Once a child has a place allocated, their 15 hours of free early year's education is theirs until they leave. Children accessing the 30 hours extended entitlement

will have to reapply every 3 months when prompted by HMRC to ensure they still meet the criteria. If your circumstances change during a term your child will still be able to attend their allocated 30 hour place until the last day of that term. However, sessions that have been allocated to you, but not used on a regular basis (other than sickness/family holidays) can be allocated to another child at the discretion of the Governing Body.

Criteria for Admission into Thomas Gray Primary Nursery

Order of Priority:

Notes:

First Priority:

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.

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.

Second Priority

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.

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.

Third Priority

Children from homes with poor housing conditions. Overcrowding, or from a background which could affect the child's normal educational development.

Note: This should be supported by the recommendation of a doctor, social worker or other appropriate professional.

Fourth Priority

Children within the normal area of school, giving priority to the oldest children first.

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 Nursery Oversubscription;

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

Note of Interest (waiting) list;

A note of interest list of applicants will be held in case spaces become available during the year. It will be constructed according to the Thomas Gray Primary Forest Nursery Admission Criteria.

Additional Sessions and Charges;

Additional sessions are subject to availability

Each session of 3 hours will be charged at £20

If we need to increase the prices, we will give a notice if one month.

Parents/Carers' entitlement will be allocated over 3 days

Parents/Carers' may choose to book additional sessions (above 15 hours' entitlement).

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

Additional sessions must be booked **Termly** and paid for **Weekly** via the school money app 'Eduspot'.

A written notice is required should parents wish to cancel additional sessions at Thomas Gray Primary Nursery. We have the right to charge half a term's fees should parents' not provide this written notice.

Payments must be paid via the School Money App 'Eduspot'. All outstanding payments must be paid by the end of the term. If the payments have not been cleared and parents have not contacted the office to make alternative arrangements then the chargeable sessions at forest nursery will be terminated.

When bringing your child/children to school you must come to the office and sign them in and provide a reason as to why they are late. Always let the office or Nursery know who will be collecting your child. The Nursery reserves the right to impose charges for late collection of children up to £1 for every 15 minutes, to cover additional staff costs incurred.

Should school be closed for reasons beyond your control, you will not be charged for the sessions affected.

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

Parents have given a half term's written notice to cease the extra sessions.

The child leaves our Forest Nursery.

Payment for additional sessions that are not made by the date stated on parent/school contract.

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:

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

Additional Bought Hours for the new intakes will then be considered.

Fee Payment

Additional bought sessions will be charged on the parental contract and payment should be made by the date stated unless you have spoken to the head teacher.

Individual payment arrangements in exceptional circumstances can be discussed with the *Governors/Head Teacher /Office manager*. Please talk to a member of the 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*.

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 into Reception.

A separate admission form for Reception children will have to be made in line with the local authority coordinated admissions scheme.

You can now find a straightforward explanation of all government childcare support on the new childcare choices website: www.childcarechoices.gov.uk

