NURSERY ADMISSIONS POLICY

2025 - 2026

Date Written: December 2024

Date of Review: March 2026

Headteacher…… Date……..

Chair of Governors…….…… Date…….

CARLTON COLVILLE PRIMARY SCHOOL
NURSERY ADMISSIONS 2025 - 2026

Carlton Colville Primary School is responsible for managing all admissions to the school Nursery.

Carlton Colville Primary offers 30 hours of free entitlement to Early Years childcare for 3 and 4 year olds and is run by our School Governing Body. Pupils are entitled to up to 30 hours of free childcare the term after their third birthday. This provision can be accessed for 38 weeks of the year, during school term times.

The Nursery session times:

Morning Session – 8.30 am – 11.30 am
Lunch Club - 11:30am- 12:15pm (Additional charge)
Afternoon Session 12:15pm- 3:15pm

We also offer Breakfast Club (7:45am-8:30am) and After Care Club (3:15pm-5:15pm). These sessions have an additional charge and provide breakfast/after care snacks.

Funded hours can only be taken for the morning and afternoon sessions (maximum of 6 hours per day). Children can stay for our Lunch Club for a small charge. All children must bring their own packed lunch. Please see the section further down showing charges and additional information.

The school Nursery has a maximum capacity of 29 children per session. These spaces are offered as a morning or afternoon session (3 hours each session) or all day (morning and afternoon session (6 hours' provision) and lunchtime). Lunchtime provision can be added onto the morning or afternoon session. Please see Appendix A for a diagram showing options for parents/carers.

<u>Applications</u>

Parents wanting to send their child to Carlton Colville Nursery will need to complete an application form; specifying the hours required, this is available from the school office or from the school's website. This must be returned by 24th January 2025. Any forms returned after this date will be considered once all those that applied on time have been offered a space.

The form must be completed and returned to the school along with the child's birth certificate. The school will also require proof of address/residence for the parent making the application.

There is an expectation that your child will attend the Nursery for all the sessions that you apply for (with the exception of absence because of illness/authorized absence). The funding received for the sessions cannot be changed or withdrawn after it has been received by the school.

Acceptable documents include: Utility Bill (issued within last 3 months) - Gas, Electricity, Water - Council Tax Statement (issued within last 12 months) - Bank/Mortgage Statement. Driving Licence/Passport. Benefits Letter/Payslip.

Children will be admitted into our Nursery in the Autumn Term (September), following their 3rd birthday - (applications need to be received by 24th January).

Acceptance of the allocated place

The school will write to parents to advise whether or not their application has been successful. The letter will outline the school's offer and parents will need to confirm their acceptance of the offer by returning the acceptance slip, within 14 days of the date of the letter. Offer letters will be sent out prior to February half term.

If we have not received your acceptance by the deadline we will assume you do not require the place and offer the place to the next child on our list who meets the criteria.

Late and unsuccessful applications

Applications for Nursery received after 24th January will be considered a "late application" and will be processed after spaces have been allocated to all on-time applications. Late applications will be processed on 15th March, using the same criteria as on-time applications. Parents will be advised if and when a space becomes available if they have submitted a late application.

Where it is not possible to offer a child a place due to reaching capacity within the session, the child can remain on the list and places will be allocated as they become available. The list will be ordered according to the admissions criteria but may change if late applications are added.

Admission Criteria

We will consider Nursery applications for children whose date of birth falls between 1st September 2021 and 31st August 2022 following the criteria below:

Priority will be given to:

- Looked After Children and previously Looked After Children - children who were Looked After, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been Looked After;
- Children with an Education, Health and Care plan which names the school Nursery;
- Children who are the subject of a recognised Child Protection Plan which names the school Nursery.
- Children with a sibling in school using 30 hours funding at our Nursery, requesting all day provision;
- Children with a sibling in school using less than 30 hours of funding at our Nursery, requesting all day provision. Places will be allocated based on applications requiring the most amount of funded hours requiring all day provision. Then allocated to those requiring half day provision;
- Children without a sibling in school using 30 hours funding at our Nursery, requesting all day provision;
- Children without a sibling in school using less than 30 hours of funding at our Nursery. Places will be allocated based on applications requiring the most amount of funded hours requiring all day provision. Then allocated to those requiring half day provision.

Places will be offered with priority given to children requiring the most amount of funded hours and then offered to children in order of decreasing funded hours. Priority will also be given to children staying all day (8:30am-3:15pm).

We class siblings as children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

Funding

The Parent Authorisation Form (PAF) is a legal document which enables the school to claim funding for your child's provision. Funding is claimed at the start of each term for the whole term. Prior to the start of each term you will need to re-sign your PAF form and it is your responsibility to renew your PAF code every 3 months in order to receive your funding. If you need help with completing the PAF please see our guide on the school website or contact the school office.

Once funding has been claimed for the term it will not be able to be changed, refunded or transferred.

There is an expectation that your child will attend Nursery for all the sessions that they are funded for. Any regular patterns of absence may result in your Nursery place being withdrawn.

Funded hours are provided on a weekly basis and any missed sessions cannot be carried forward to subsequent weeks or refunded.

If you do not receive funded hours, there is a charge of £16 per session (3-hour morning or afternoon session).

Charges

Breakfast Club: 7:45am-8;30am. £5 per session including breakfast (cereal, toast,fruit available). Children can be dropped off between 7:45am -7:55am. Children will not be allowed in until 8:30am if they arrive after 7:55am. Breakfast Club can only be attended by children attending all day or those staying for the morning session/Lunch Club.

Lunch Club: 11:30am-12:15pm. £3.50 per session. All children must bring a packed lunch to eat at our Lunch Club.

After Care Club: 3;15pm-5:15pm. £10 per session including snacks (toast, crackers, fruit available). Children can be picked up from 4pm. The full £10 charge applies no matter what time you collect your child. After Care Club can only be attended by children attending all day or those staying for Lunch Club/the afternoon session. Charges must be paid within 7 days of the start of every half term on our online payment system ScoPay. Any late payments may result in your child being withdrawn from our additional clubs (Breakfast Club, Lunch Club, After Care Club.)

Xxx payment vouchers and late charges xxx ?

Reception Admissions

Please remember - A place in the Nursery does not influence your child's Reception place. It does not guarantee a place in the Reception year at our school due to all admissions into Reception being through Suffolk County Council, not the school.

At the appropriate time parents of children in our Nursery will be notified and will need to complete a Suffolk County Council application online at www.suffolk.gov.uk/admissions to apply for a place in Reception at our school.

School places will be allocated according to the Local Authority's published admission arrangements. The oversubscription criteria do not give any priority to children attending the Nursery.

Appendix A:

What we offer each day-

Breakfast Club	Mornings	Lunch Club	Afternoons	After Care Club
7:45am-8:30am	8:30am-11:30am	11:30am-12:15pm	12:15pm-3:15pm	3:15pm-5:15pm

Child attends Morning session, Lunch Club and Afternoon session.

6 hours a day funded. Child starts Nursery at 8:30am and is picked up at 3:15pm. £3.50 charge for Lunch

Child attends Breakfast Club, Morning session, Lunch Club, Afternoon session and After Care Club.

6 hours a day funded. Child starts Nursery at 7:45am and is picked up between 4pm-5:15pm. £3.50 charge for Lunch Club per day. Child brings own packed lunch. £5 charge for Breakfast Club (includes breakfast), £10 charge for After Care Club (includes snacks). £18.50 total charge a day.

Child attends Breakfast Club, Morning session, Lunch Club, Afternoon session.

6 hours a day funded. Child starts Nursery at 7:45am and is picked up at 3:15pm. £3.50 charge for Lunch Club per day. Child brings own packed lunch. £5 charge for Breakfast Club (includes breakfast), £8.50 total charge a day.

Child attends Morning session, Lunch Club, Afternoon session, After Care Club.

6 hours a day funded. Child starts Nursery at 8:30am is picked up between 4pm-5:15pm. £3.50 charge for Lunch Club per day. Child brings own packed lunch. £10 charge for After Care Club (includes snack), £13.50 total charge a day.

Child attends Breakfast Club, Morning session, Lunch Club.

3 hours a day funded. Child starts Nursery at 7:45am and is picked up at 12:15pm. £3.50 charge for Lunch Club per day. Child brings own packed lunch. £5 charge for Breakfast Club (includes breakfast), £8.50 total charge a day.

Child attends Lunch Club, Afternoon session, After Care Club.

3 hours a day funded. Child starts Nursery at 11:30am is picked up between 4pm-5:15pm. £3.50 charge for Lunch Club per day. Child brings own packed lunch. £10 charge for After Care Club (includes snack), £13.50 total charge a day.

What we offer each day-

Child attends Morning session and Lunch Club.

Child starts Nursery at 8:30am and

Breakfast Club	Mornings	Lunch Club
7:45am-8:30am	8:30am-11:30am	11:30am-12:15pm

Child attends Lunch Club and Afternoon session. Child starts Nursery at 11:30am and is picked up at 3:15pm.

3 hours a day funded. £3.50 charge for Lunch Club per day. Child brings own packed lunch.

£3.50 total charge per day.

Child attends Morning session (8:30am-11:30am)

3 hours a day funded. No other charges.

Child attends Afternoon session (12:15pm-3:15pm)

3 hours a day funded. No other charges.

Child attends Breakfast Club, Morning session.

3 hours a day funded. Child starts Nursery at 7:45am and is picked up at 11:30am. £5 charge for Breakfast Club (includes breakfast), £5 total charge a day.

Child attends Afternoon session and After Care Club.

3 hours a day funded. Child starts Nursery at 12:15pm is picked up between 4pm-5:15pm. £10 charge for After Care Club (includes snacks), £10 total charge a day.