Nursery Admissions, Fees and Attendance Policy

Ringmer Primary and Nursery School

Created By:	Sara Crane	**Date:** March 2024
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Next review:	September 2027	
Amendments:		
September 2025	Changes made to Funding, EYPP, Hourly rates, Wrap around Care, Additional Charges and Attendance sections to reflect current practice.	
September 2026	Fee structure updated Parents can use Arbor to inform nursery of absence	

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Admissions Statement

Ringmer Primary and Nursery School has a Nursery Classroom which can accommodate 27 children per session. We can also accommodate up to 15 preschool aged children (rising fives) in the reception classrooms. Although the Nursery forms part of the school we manage the Nursery admissions separately. Admissions to Reception Classes in September are governed by East Sussex County Council using a predetermined timetable and set of criteria. Admissions to the Nursery are managed by the EYFS Leader and Finance Assistant. A Nursery application can be made at any time in the academic year. Nursery has 3 intakes for children aged 2 to 4 years. A child can be admitted into nursery the term after they turn 2 years old.

Intakes

Term 1: September
Term 3: January
Term 5: April

It is important to note that admission to the Nursery is NOT a guarantee of a Reception place in Ringmer Primary and Nursery School

Aims

The aims of this policy are:

- To establish an admissions policy governed by clearly defined criteria that may be promulgated to Parents and other professionals.
- To ensure that access and entitlement to our Nursery is fair and equitable.
- We offer funded places in accordance with the Code of Practice for East Sussex Early Years Foundation Stage (EYFS) and any local conditions in place at the time.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference be it gender, family structure, class, background, religion, ethnicity or competence in spoken English.

Eligibility and criteria for admission

The Nursery will offer children a place once they have reached their 2nd birthday according to the criteria in the following order of priority.

1. The date when the application was made.
2. Children in the care of a Local Authority (Looked After Children).
3. Children who have an elder sibling currently attending Ringmer Primary and Nursery School in the September of the year of their admission.
4. Children whose siblings have previously attended the Nursery or Ringmer Primary and Nursery School
5. The position of the children's home address in relation to the school.
6. Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker. speech therapist, health visitor, doctor etc.)

Within the above criteria, each application is always considered very carefully on its individual needs.

An admissions form with an accompanying photocopy of the child's birth certificate must be received before a child can be admitted into the nursery. Forms are available from the Nursery or the school office.

Funding

It is a parents responsibility to check if they are eligible for funding. Nursery will share with parents the most up to date information from East Sussex Local Education Authority as well as signposting them to the Government websites:

Check what help you could get with childcare costs - GOV.UK
https://www.gov.uk/check-eligible-free-childcare-if-youre-working

Different types of funding

Parents may be eligible for different types of funding depending on their child's age, additional Government support they receive or hours that they work.

- 2-year funding (for families receiving additional forms of Government support) - up to 15 hours per week
- 2-year funding (working families) - up to 30 hours per week
- 3- and 4-year-old funding (Universal Offer) - 15 Hours per week
- 3- and 4-year-old funding (Extended Offer) - 30 Hours per week

When your child's funding begins:

For children born between	Funding will start from
1st April and 31st August inclusive	1st September following their 3rd birthday
1st September and 31st December inclusive	1st January following their 3rd birthday
1st January and 31st March inclusive	1st April following their 3rd birthday

Parents have the responsibility to check their eligibility and apply for a funding code before the cut off dates. Parents are only able to claim the entitlements from the term after their child turns 2 or 3. Parents must complete a parent declaration form and return this to the nursery at the start of term no later than the end of the first week of term.

Failure to do this will result in the nursery not being able to access funding for the child and the parent will be charged at the hourly rate. (2 year olds £8 an hour, 3 and 4 year olds £6.50 an hour)

If places are available in the Nursery it may be possible to admit children in the Term in which they have their 3rd birthday. This would be on a fee paying basis. Fees currently stand at £6.50 per hour and are reviewed annually by the Finance and Business committee of the governing board. Any fee increases will be communicated with a three month lead in time.

Early Years Pupil Premium

Early Years Pupil Premium is additional funding for early years providers for child in the UK to improve the education and support for eligible disadvantaged children aged 9 months to 4 years old, particularly those accessing the funded early education entitlement. This funding is paid by the local authority to the nursery which aims to close attainment gaps by supporting extra resources, training, language development, and tailored interventions to help prepare children for school. To access it, a child's family must meet economic criteria and be receiving a funded early years entitlement. The nursery will find out who is eligible by submitting a 'head count' to the local authority.

Hourly Rate

2 year olds: £8 an hour
3 and 4 year olds: £6.50 an hour

The hourly rate includes a snack for both morning and afternoon sessions.

Funding covers up to 38 weeks a year. As we follow the school term dates the nursery may be open for more than 38 weeks a year. If this is the case you will have the option to pay for the additional sessions that the funding does not cover or you can choose for your child not to attend. You will be informed at least 6 weeks in advance before the end of the school year if the nursery will be open for more than 38 weeks a year.

Lunch Hour

The lunch hour is included in funded hours. If you would like to order your child a hot school lunch, parents/carers must set up a parent pay account via the school office in order to pay for school lunches provided by the external provider - Chartwells. Alternatively, parents/carers can provide their child with a lunch box.

Nursery Session times

The Nursery offers 5 morning and afternoon sessions. The morning session times run from 8:45-12.00 with lunch from 12.00 - 13.00. Afternoon sessions run from 13.00 - 15.30. Nursery doors open at 8:45am. The Nursery follows the term dates and INSET days for Ringmer Primary and Nursery School. It is possible for children to attend on a full time or part time basis. Sessions must be requested on the admissions form. **Admissions will only be accepted from parents requesting a minimum of 6 hours a week.**

Wrap Around Care

Sunset and sunrise sessions must be booked through Arbor. These sessions must be booked in advance. Please be aware that we have limited places available for 2 year olds for these sessions.

EYFS & KS1 SUNRISE	with breakfast	7.45am - 8.45am	2 year old £8 3 years + £5.50
EYFS & KS1 SUNRISE	after breakfast	8.15am - 8.45am	2 year old £4 3 years + £3.30
SUNSET	without tea	3.30pm - 4.30pm	2 year old £8 3 year old + £4.75
SUNSET	with tea	3.30pm - 5.30pm	2 year old £16.00 3 year old + £11.80

Additional Charges

Parents will be asked to make a voluntary contribution towards any off site educational trips/visits, workshops in nursery provided by an outside professional/company or for the cost of materials for enrichment activities.

Parents must provide nappies and wipes if their child is not toilet trained. If nappies are not provided then there will be a charge of 50p per nappy.

Nursery staff will keep a record of how many nursery nappies have been used and this will be added to the next term's invoice.

Transition

Transition into the nursery is staggered to ensure that the child and family settle successfully with us. Arrangements are as follows;

- The EYFS Leader will contact new families the term before the child is due to start and at least 2 weeks before the end of the previous term to book in transition activities which take place during the first week of term. (Unless by agreement with the nursery that these need to take place before the school holiday and can be facilitated)
- All children are offered a home visit by 2 members of the Nursery staff. If the home visit is not possible we will offer a google meet or a meeting in the nursery. We have a home visit policy and a letter which is sent out to new parents to explain the rationale of the home visit.
- Children will also be given the opportunity to visit the setting during session times.
- Families will be offered at least one stay and play session which lasts for an hour before their child starts their first full session.
- Once they start, a flexible and individual program will be established through discussion between the child's 'key person' and the parent or carer. These will take place during the same term that the child starts at Nursery. These sessions will be charged (if you have funding it means that we will start to claim the funding).

Leavers during the year

If a child is withdrawn from the Nursery during the school year, parents should give the Nursery 1 terms notice. We do understand that in some cases this will be problematic so please talk to us if you have any concerns. We cannot normally hold places open for children and once a child has left we will offer that place in accordance with our admissions criteria. If parents or carers later wish their child to return to the Nursery they will need to reapply for a place and the application will be considered with all others, according to the admissions criteria.

Attendance and loss of a Nursery place

We would like to emphasise that if a child is to benefit fully from his or her time at Nursery then it is important that they attend regularly and on time. We believe that establishing good attendance right from the start in nursery paves the way for good attendance at school. It supports young children being able to build secure relationships and to achieve their developmental milestones.

If a child is unable to attend a nursery session parents must inform the nursery by 9am by calling the school office 01273 812463 or through Arbor.

We complete 'first-day calling for Nursery children if your child is absent and we do not know why. This will be followed up by an email if we are not contacted by parents/carers to explain the absence.

We monitor attendance at nursery and encourage a target of 95% attendance. When attendance falls below 90% parents will be invited to discuss this with the nursery and to work together to put a plan in place to improve attendance.

We recognise that circumstances can make punctuality and attendance difficult at times and we would encourage anyone experiencing problems with this to contact the Nursery Staff. The Nursery staff would then try to find a solution with the family.

If we are unable to contact parents to discuss prolonged or repeated absence then this may result in the child's place being withdrawn. In this case parents or carers would be notified in writing.

Parents must provide at least two contacts for their child.

Holiday requests are authorised for 10 sessions. Any time over ten sessions will be recorded as unauthorised. Ten or more unauthorised sessions will result in notice being given and the child's place will need to be re-applied for in the next funding period.

Fees are still charged when a child is absent for a holiday or illness. In exceptional circumstances this can be reviewed if a child has a prolonged serious illness or a stay in hospital and at the discretion of the Headteacher.

Late Pick Ups

The morning session ends at 12pm and the afternoon session finishes at 3.30pm. Parents must arrive 5 minutes before the session ends to collect their child so they have the opportunity to discuss any handover information with a member of the nursery team.

We understand that sometimes situations arise where a parent may be late to pick up. If this occurs you must phone the school on 01273 812463. If you are over 15 minutes late then this will incur a charge of £15 an hour to cover the cost of two members of staff staying beyond their work hours to look after your child. If a parent/carer consistently picks up late we will invite the parent to a meeting to discuss pick up arrangements and they will incur a charge if late pick ups collectively go over 15 minutes.

Invoices

Invoices are sent out by the end of the first 2 weeks of Term 1, Term 2, Term 3, Term 4, Term 5 and Term 6. Parents have 2 weeks to pay the invoice. Invoices will be issued for any hours that are not covered by funded hours.

Failure to pay the invoice within 2 weeks of it being issued will result in a 10% charge being added to the outstanding balance.

If you are experiencing financial difficulty or would like to discuss payment please get in contact with the nursery in confidence using the nursery email address nursery@ringmerprimary.school

Transferring to Primary School

It is important to reiterate that an allocated place in the Nursery is no guarantee of a place in the school. Parents must comply with the East Sussex County Council school admissions procedure. Nursery Staff will advise parents and carers about the dates for applications. Nursery staff will liaise closely with colleagues in Reception classes to ensure a smooth transition to the child's chosen or allocated school. Reports and agreed records will be forwarded.

Related Policies / Paperwork

- Home Visit Policy
- Sunset/Sunrise Policy
- Admissions Form
- Parent Declaration Form
- Fees and Funding