



Moorside Infant School

Nursery Admissions and Charging Policy

From September 2016

The Nursery has a recommended maximum of 26 morning and 26 afternoon places. Parents/carers may access their 15 hours free early year's education per week for 38 weeks a year during term time. This free entitlement can also be shared between 2 settings. Parents will be required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement.

This means that your child can access 15 hours of free Early Years Education in the term following their third birthday.

Session times are as follows:

Morning Session 8.45am - 11.45am

Afternoon Session 12.30pm - 3.30pm

All day provision is available but charges will be made to cover lunchtimes.

Applying for a place in the Nursery

The responsibility for determining the admissions for nursery age children has been delegated to the Governing Body of the School by NYCC. The Governing Body has delegated this responsibility to the Headteacher and Administrator.

Parents can register a note of interest for their child to attend the Nursery by contacting the School Office.

Being placed on the note of interest list does not guarantee a place in the nursery.

Places will be allocated using the Moorside Nursery Admission Criteria.

The admissions will be ranked according to the 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. This will include offering successful applicants 15 hour' free entitlement. The deadline for applications is the day before the end of the previous term that the child would be requesting admittance. Applications received after the deadline will not be considered unless there are places available and then the normal admission criteria will be followed.

Once a child has a place allocated, their 15 hours of free early year's education is theirs until they leave. However sessions that have been allocated but not used on a regular basis (other than sickness/family holiday) can be reallocated to another child at the discretion of the Governing Body.

If your child has been offered a place in the initial allocation, you will receive an invitation letter. The place is not secure until you have responded to the invitation by the due date.

Criteria for Admission to Moorside Nursery School.

1. Children with statements of Special Educational Needs.
2. Children who are recommended by the Director of Social Services, including children in the care of the Local Authority, or by the appropriate Designated Medical Officer.
3. Children from homes disadvantaged by poor housing conditions or overcrowding, or from a background which is prejudicial to the child's normal educational development.
4. After the priority admissions shown above have been made, admission will then be made from children within the normal area of the school, allocation being first upon the basis of age, oldest first.
5. Children from outside the school's normal area whose home is nearest to school first.

Criteria for Admission into the Nursery (F1) Oversubscription

If more applications are received than 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) Lists

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 Moorside Nursery Admission Criteria.

Parents choose whether they would like a morning session or an afternoon session and we do our best to accommodate their wishes.

All day provision is also available with additional charges made to cover lunchtimes.

If parents request all day provision, this will be considered if space is available once allocation of full 15 hours morning or afternoon places have been allocated.

Priority will also be given to a request for 15 hours provision over a request for less than 15 hours.

Once all requests have been allocated, requests can be made for additional paid sessions.

Additional Sessions and Charges

Additional sessions are subject to availability and will be allocated on a term by term basis.

Each session of 3 hours will be charged at £13.50. This charge will be reviewed annually.

Parents wanting to take their entitlement over 2½ days will need to pay for lunchtime supervision which will be charged at:

£3.00 per session if bringing a packed lunch or

£4.60 per session including a hot school lunch

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

Parents may also request paid lunchtime sessions if spaces are available.

Additional sessions must be booked termly and paid half-termly or monthly IN ADVANCE in agreement with the School Office.

A half term's written notice is required should parents wish to cancel additional sessions at Moorside Nursery School. We reserve the right to charge half a terms fees should parents not provide this written notice.

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

1. Parents have given a half term's written notice to cease the extra sessions.
2. The child leaves our nursery.
3. Payment for additional sessions that are not made by the date stated on parent/school contract.
4. 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:

1. We will allocate the 15 hours of free early year's education to the new intake in the first instance.
2. 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.
3. Additional Bought Hours for the new intakes will then be considered.

Fee Payment

Additional bought hours will be charged via an invoice and payment should be made by the date stated but at least within 2 weeks of the beginning of term.

Individual payment arrangements in exceptional circumstances can be discussed with the Governors/ Head Teacher/ School Bursar. Please talk to 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.

Fees must be paid for within 2 weeks of the term beginning or Additional Bought Hours will be withdrawn.

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 (i.e. January and Easter admissions).

Attendance for nursery aged children has no bearing on admission to Reception.

A separate admissions form for Reception children will have to be made in line with the local authority co-ordinated admissions scheme. www.north.yorks.gov.uk/admissions

We have one intake into Reception class each September. Parents can request that their child attends part time until the child reaches compulsory school age. Parents may not defer entry beyond the beginning of the term after the child's fifth birthday.

Parents are advised to consider the needs of their child and consult with nursery staff prior to making this decision.