We nurture, we flourish, we achieve

Nettleworth Infant and Nursery School

Nursery Admissions and Funding Entitlement Policy 2026-2027

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Head Teacher	Lauren Kay
Approved/Ratified by	Governing Body

When will my child start Nursery?

September 2023 – For children born between 1 April 2021 and 31ST August 2021
January 2024 – For children born between 1st September 2021 and 31st December 2021
April 2024 – For children born between 1st January 2022 and 31st March 2022

NURSERY ADMISSIONS AND FUNDING ENTITLEMENT POLICY 2023 -2024

Nettleworth's Nursery currently has term time provision for 60 places with and the 30 hour extended childcare entitlement**.
Admission to Nursery is subject to an application being made with the completion of a registration pack and places being available.

FUNDING CRITERIA

Early Years Entitlement – 15 Hours
Early Years Entitlement funding is available for ALL 3 and 4 year olds from the term following their third birthday.

****Extended Early Years Entitlement Funding – 30 Hours**
Extended Early Years Entitlement Funding is available for 3 and 4 years olds from the term following their third birthday whose working parents meet the eligibility criteria as depicted on the government website
https://childcare-support.tax.service.gov.uk/par/app/extendedentitlement

Eligible families must complete the HMRC registration process through the childcare website https://childcare-support.tax.service.gov.uk/par/app/applynow within the eligibility dates to ensure entitlement. Once this process is completed a code is issued. Please bring your code to the School Office, along with your fully completed FE1 form. (Including National Insurance Number, proof of your date of birth, and proof of your child's date of birth.) This is to prove who you are, to make sure this matches to the eligibility code and also to prove that the child is your child.

PROCEDURES AND PRACTICE

Places where priority is always given to 15 hours, then if places are available, 30 hours may be offered.
Each child is offered either 15 or 30 hours (depending on places available) of funded education 5 days per week (term-time only).
15 hours are offered over 5 morning sessions Monday to Friday. 30 hours provision will extend this offer to the afternoons for an additional 15 hours for 5 sessions Monday to Friday totalling 30 hours.

Parents and Guardinas have the option of:
Collecting their child at 2.40 pm which will give the full entitlement of free 30 hours of provision
Or
Collecting at the end of the school day at 3:20 which will incur a charge of XXX the time from 2:40 to 3:20 will be over and above the 30 hours provision and is therefore chargeable and will be invoiced.

30 hours are offered over 6 hour x 5 days = 30 hours (if places are available).

The school's breakfast club or any after school provision is an additional charge.

OUR SESSIONS

Morning Teaching Session	08.40am – 11.40am
Lunchtime	11.40am – 12.30pm
Afternoon Teaching Session	12.30pm – 3.30pm
30 Hours Afternoon Teaching Session * **	**12.30pm – 2.40pm**

SESSION CHOICE AND FUNDING

We offer a several approaches to our sessions during term time in connection with the different funding entitlements but **please note** that some of these have additional terms and conditions and may involve additional charges.

We reserve the right to alter the sessions and times offered and these are subject to availability

Your session choices will be discussed with the Nursery Teacher when an application is made alongside any specific eligibility criteria that may need to be evidenced or fees that need to be paid.

Funding	Option		Morning Session	Lunchtime Session Cost	Afternoon Session	Fee
15 hrs	**3&4 Year Old**					
	am	3 Hours (x 5)	Yes	X	X	No
30 Hrs	**3&4 Year Old**					
	6 Hrs a day	6 hours (x5)	Yes	Lunch session covered within hours	*** **Session Ends at 2.40pm**	No
30 Hrs+	**3&4 Year Old**					
	School Day	6 hrs (x5) funded plus additional cost until the end of the school day	Yes	Lunch session covered within hours	Yes	Yes

ADDITIONAL FEES

If your placement choices have additional charges the cost of these are currently

XXX for the additional time from 2:40 until the end of the day at 3:20

Children will be required to bring a packed lunch/ drink for the days that they are in Nursery till 3.30pm but they will still have their snack as part of the usual daily Nursery routine. If you child is eligible for Early Years Pupil Premium a school lunch will be provided (see below).

On the occasion that Nettleworth Nursery has to provide sundry items such as nappies / wipes / nappy bags these items will also be charged.

Trips organised by Nettleworth's Nursery for the enhancement of the curriculum will be arranged under the Nettleworth Infant and Nursery Trips and Visit Policy and these will be charged accordingly to cover any entrance fees/ coach travel / insurance etc. Full details of costings and information for these events will be shared with parents/ carers at the time

EARLY YEARS PUPIL PREMIUM

Since April 2015, we have been able to claim extra Government Funding for some of our children known as Early Years Pupil Premium.

We currently use this funding to provide extra staffing, training, resources.

All parents will be asked to complete an Early Years Pupil Premium eligibility form as part of their child's admission pack. Children who are eligible for Early Years Pupil Premium will be offered additional support.

FURTHER INFORMATION

We acknowledge that some parents may wish to use their 15- or 30-hour education entitlement across two providers and therefore not take their full 15 or 30 hours at our school, however we do expect all children to attend for either 3 sessions (for 15 hours eligibility).

It may not always be possible to offer children starting nursery their full 30-hour entitlement due to the pressure of numbers and space. Although we do our best to ensure every child receives their requested hours, these sessions cannot be guaranteed. Parents/carers will be notified of their child's allocation the half-term before their child is due to start nursery.

INSET Days are classed as a normal school day, ie if an INSET Day falls on your child's normal day, alternative arrangements will need to be organised for that day.

Parents/Carers have a choice whether they accept the place they are offered.

INVOICES

Nursery fees are payable in advance by our online Parent Pay system. This also includes payment for the first week after a school holiday.

Other than if we are in breach of these Terms and Conditions, all sessions must be paid for, regardless of whether the child attends.

No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in the termination of the Nursery place and in such circumstances; the parents will not be entitled to a refund of any fees.

We reserve the right to carry out our debt recovery procedure for outstanding fees.

One month's written notice is required if you wish to take your child out of the Nursery.

TERMINATION / CANCELLATION / CHANGES INCLUDING LOSS OF ELIGIBILITY

We require one months' notice, in writing, should you wish to terminate a Nursery place for any reason. Parents remain liable for any additional fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall remain payable.

We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

In all other circumstances we will give you one months' notice, in writing, should we wish to terminate a Nursery place for any reason, this also includes loss of eligibility for the 30 hours entitlement funding and if a child's attendance falls below 90% without a full discussion with the school.

If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.

If a parent wishes to change the number of sessions taken at Nursery, one months' notice, in writing, must be given.

LIABILITY

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason, this applies to absence due to sickness or holidays. We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make reasonable endeavours to keep parents and / or children's property in good order.

AGREEMENT

These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to update / amend these Terms and Conditions at any time. one months' notice will be given of any changes made.