Elton Primary School & Nursery

Nursery Admissions and Charging Policy

In our school, the wellbeing and education of all our children comes first

Full Governors	Summer 2024
Review	Summer 2025

Age of Entry

Children can join our Nursery from the age of 2.

Hours

Nursery is open for the same hours as the school: term times only, every day of the week from 8:30-3:15. Morning sessions end at 11:50 and afternoon sessions start at 12:00.

Cost – Paid For Hours

Paid for hours are currently charged at £12 per session. There are two sessions per day.

Government Funded Hours – 2 Year Olds

From April 2024 there will be two funding offers available for two year olds in England, only one offer can be used per child:
- 15 funded childcare hours for working parents of two year olds
- 15 funded childcare hours for two year olds families in receipt of additional government support.

Funded 2yr old hours can be applied for at:
https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/childcare-places-for-two-year-olds

Government Funded Hours – 3/4 Year olds

All three and four year old children are entitled to 15 hours of free early years entitlement per week, across 38 weeks of the year (school term time).

From September 2017 families where both parents work (or the sole parent is working in a lone parent family) may get up to 30 hours free childcare per week for three or four year old children.

Funded can be applied for at: https://www.gov.uk/get-free-childcare-if-youre-working

Funded Hours Application Deadlines

There are nationally and locally set deadlines for applying for codes and for handing them into school. The codes must have been received by parents before the end of the month prior to the new term starting: for example by the end of December for funded hours for Spring Term which starts on January 1st.

The school will also have a deadline in which to collect these codes from parents. These will be during the first fortnight of the term and will be collected via forms sent out by school.

If either deadline is missed then the funding won't be available and any hours used will be charged for at £12 per session.

Booking Sessions

- Sessions must be booked for the term and permanent changes to the sessions attended may only be made at the start of a term. If numbers allow, ad hoc sessions can be booked and paid for.

- Children may take their 5/10 sessions over 5 full days. There are 10 sessions per week (5 mornings and 5 afternoons) and a maximum of 30 children may attend a session. This number can only include a maximum of five 2 Year olds at any one time.

Other Charges

School does not charge for the supervision of the children during lunchtime – hours which wouldn't normally be included in the 30 hours funded time. School does however charge for any school dinners that the children order.

There are no other charges for the parents other than the session charges.

Oversubscription criteria

Where more applications are received than there are places available, the criteria is as follows:

- Places will be offered firstly to Looked After Children and previously looked after children
- Places will be offered to children who have a brother or sister, including an adopted, foster, half- or step brother or sister, living at the same address who are attending Elton Primary School at the time of admission.
- Places will then be offered in cases of exceptional family, social or medical need
- The remaining places will be offered to children who live nearest to the school

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Reception Places

Please be aware that attendance to our school Nursery class does not provide any priority in the application process for Reception. (Please see Cheshire West and Chester Council's website for details about the Reception Class admission procedure.)

All applications for Reception class places, must be submitted to the Local Authority, by the required date. The Local Authority allocates all places for Reception. Our school does not have any input or influence on the allocation of places.

Places can be applied for at: https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/reception-admissions

Before Starting

Prior to a child attending the Nursery, parents must complete an admission form, session request form and medical information. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Once these forms are complete, the Nursery staff will contact parents/carers to arrange transition sessions in order to support their child in the settling in process. These sessions are completely bespoke and will be tailored, to suit the needs of the individual child.

Key Workers

Miss Pendlebury is the key worker for all our 2 year olds. Miss Greenslade is the key workers for 3year olds and Miss Halligan is the key worker for all the preschool (those who will be in reception class the following year).

Everything is planned and overseen by Miss Halligan who is a qualified teacher.

Ratios

We operate a maximum ratio of 5:1 for our 2 year olds.
When a teacher is present, we operate a maximum ratio of 13:1 for our 3+4 year olds.
When a teacher is not present, we operate a maximum ratio of 8:1 for our 3+4 year olds.

2 Year old Checks

School carries out statutory 2 year old checks six weeks after the children start with us. More details about these checks can be found at:
https://assets.publishing.service.gov.uk/media/6284c0a2e90e071f61322177/Progress_check_at_age_two_non-statutory_guidance_for_the_early_years_foundation_stage_.pdf