



## Old Town Infant School & Nursery



### Nursery Terms & Conditions.

#### Introduction

Our nursery can accommodate a maximum of 26 children in each session, with a minimum staff/child ration of 1:13.

Each session will be led by a qualified teacher (excluding breaks and PPA time).

The nursery operates term time only alongside the main school term dates (38 weeks per year), and will be closed on inset days, bank holidays and school holidays.

#### Session Times:

- Morning Sessions: 8.45am until 11.45am
- Afternoon Sessions: 12.15pm until 3.15pm
- All day sessions: 8.45am until 2.45pm
- Lunch session: 11.45am to 12.15pm available with either a morning or afternoon session, subject to availability and at a cost to parent.

Top up sessions may be available at an additional cost – please see Fees section.

Requests for weekly sessions less than 15 hours will be considered subject to availability and demand for places.

#### Childcare places.

Local Authority 15- and 30-hours childcare funding for 3 and 4 years is available for those children who are eligible under the scheme. The funding is subject to the current and applicable rules and regulations as set by each Local Authority.

If parent/carer only qualifies for 15 hours of funding, additional hours may be available – refer to Fees section.

If parent/carer qualifies for 30 hours funding, the child may attend the nursery from 8.45 to 2.45pm subject to availability.

It may be possible to provide more flexible sessions, subject to availability. This may be using 15 hours over two and a half days or if we cannot offer the full 30 hours due to our capacity levels, we may be able to offer between 15 and 30 hours.

#### Funding

All 3- & 4-year-olds are entitled to 'universal 15 hours' per week of free childcare at a registered setting.

Extended 15 hours per week of free childcare is available to eligible working parents of 3- & 4-year-olds. To check eligibility and receive 30-hour code visit [www.gov.uk](http://www.gov.uk)

Parents will need to provide the Nursery with the 30-hour code when applying for a nursery place or when applying for a change in session times.

It is the parent's responsibility to reconfirm their eligibility every 3 months to continue claiming the funded hours. Failure to complete this process will result in withdrawal of non-funded sessions. For further information, please visit the following website: <https://www.childcarechoices.gov.uk/>

## **Application Process**

There are three intakes during the school year – September, January and April.

Applications should be made directly to the school – in the first instance by completion of a Nursery Registration Form. This will express your interest in a nursery space and place your child on the waiting list if applicable.

If your child is offered a place, you must confirm your acceptance to the school as per the instructions in the offer letter.

Once a Parent/Carer Declaration has been signed, there is a requirement for notice of 4 weeks to be given, in writing to the school, if the child's place is no longer required. Failure to do this may affect funding entitlement with another provider.

Pre-registration in advance of a child's third birthday is possible, and a waiting list will be held for each planned intake.

All applications will be considered subject to availability. If sessions are at capacity a waiting list will be used and parents advised when a space become available.

Final decision of when a child is admitted, the number of hours a child can attend and his or her pattern of attendance, rests with the Head Teacher.

Parents/Carers of children transferring to Old Town from another provider must ensure the notice period has been served and a completed Transfer of Early Education Funding form given to the school.

## **Admission Criteria**

The school will consider all applications subject to availability. If sessions are at a capacity a waiting list will be used and parents advised when a space becomes available.

## **Children with Additional/Medical/Specific Needs**

Parent/Carers of children who have additional or specific needs are required to advise the school at the time of registration.

All applications will be considered; however, it may not be possible to meet the needs of the individual child. A meeting with the schools SENCo will be arranged before a place can be offered.

## **Attendance**

There is an expectation of regular attendance and if this is not met, we reserve the right to withdraw your child's place in accordance with the Local Authority Funding Agreement.

Old Town Infant School is obliged to inform BCP Council of frequent poor attendance. If a child is absent for two weeks without contact from the parent/carers and without a return date, the school will begin a four week notice period in lieu of attendance. Parents/Carers will be notified in writing along with the Local Authority.

Regular attendance significantly helps your child's transition into school and there may become gaps in their learning if they do not regularly attend.

## Holidays

Parents/Carers are asked not to take their children out of school/nursery, on holiday, during term time.

However, up to two weeks leave for holiday, in the school year, may be requested by Parents/carers of children in the nursery setting, without affecting their funding entitlement. All requests must be made in advance and in writing.

Any extended absence over and above two weeks may result in funding being withdrawn by the Local Authority and therefore put the child's place in our nursery at risk.

## Leaving Old Town/Transferring to another Nursery

Written notice of four weeks is required if your child leaves the nursery. We will provide you with a Transfer of Early Education Funding form completed in readiness for the next provider, if applicable.

## Charging/Fees

All current fees will be published on the school website.

The school will invoice parents for any additional charges, in advance, each calendar month. These will be payable within 14 days of the date of the invoice. **Failure to pay will result in the extra sessions being withdrawn with immediate effect.**

All sessions booked must be paid for regardless of whether your child attends. No refunds will be given for sessions missed due to sickness and holidays.

Below are details of all additional charges that we make in our nursery setting:

- Hours booked over and above the entitlement under a funding scheme will be charged at the current prices as stated on the website.

Charges for additional extras provided and not covered by funding scheme:

- Hot school Meal – a cooked meal can be provided upon request for children who attend a full day.
- A non-compulsory school sweatshirt/cardigan can be purchased from PMG Schoolwear, High Street, Poole.
- Any trip or activity where a cost is incurred. Parents will be given notice of any such event to allow time for a payment to be made.

## Applying for a place in Year R

Parents of children attending our nursery must apply for a reception class place in the usual way and all applications will be considered strictly in accordance with the relevant admissions policies. Please be aware that living within the school's catchment area or attending our nursery does not guarantee a place will be available in our school.