



## Lickey Hills Primary and Nursery School Nursery Admissions and Charging Policy

Children become eligible for our Nursery on the September after their third birthday. We do not take 'rising threes' (children who start Nursery the term they are due to have their third birthday).

### Admission Criteria

Admission to Lickey Hills Nursery school is controlled by the school.

When there are more applications than places, pupils are admitted based on the following criteria.

1. Siblings of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
2. No siblings, pupils living within the **catchment** area of the school.
3. Siblings of pupils attending the school **and not** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
4. No siblings, pupils living **outside** of **catchment** area of the school.

### The Application Process

All families who wish to apply for a place in our Nursery must complete a Nursery Application Form. They will be asked to select the days and times they wish their child to attend. Our offer is five mornings 8.50am-11.50am, 5 afternoons 11.55am-3.10pm or fulltime. Our closing date is the 15<sup>th</sup> January, which is the same as the Worcestershire local authority closing date for Reception admissions.

After the form has been processed parents will be informed if a place has been allocated for their child by the 31<sup>st</sup> March.

If a place has been offered parents will receive a confirmation letter, and a deadline date by which the place needs to be accepted or refused in writing. Families will then be then be asked to collect and sign an induction pack from the main school office. They will also be invited to an induction evening, given a stay and play session date and receive a home visit.

Families who have not been allocated a place will be given the option to keep their details on our waiting list, which will be held by the school office and parents contacted if and when a place becomes available. Otherwise the initial paperwork will be securely destroyed in line with GDPR recommendations.

### Charging

Children become eligible for 15 funded hours the term after they turn three. Many families will also be eligible for 30 hours funding, which parents need to apply for.

See: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> for further information.

The Department for Education advises schools that whilst the free entitlement at the point of delivery is statutory, provision beyond 15 hours is not and therefore can be charged for if parents are not eligible for 30 hours funding. At Lickey Hills a charge is made for any child who attends over 15 hours per week but does not meet the criteria for the additional 30 hour funding.

**Charging Rates:**

First 15 hours (5 sessions) - free -universally funded  
30 hours (10 sessions) - free- if eligible for additional funding

Session rate: £13.00 per session.

**Fee payment terms**

Nursery fees are payable monthly in advance and must be paid in full by the first day of the month. We accept vouchers from all childcare voucher providers, but we must receive either a paper voucher or cleared funds in our account by the first day of the month.

It is very time consuming and disruptive for finance staff to be engaged in pursuing unpaid fees. If fees are not paid in full by the due date, we will unfortunately have no option but to suspend your child's nursery place until the arrears have been cleared.

**Notice requirement**

Two months' notice in writing, or payment in lieu of notice, is required if you wish to withdraw your child from the nursery or reduce the number of hours your child attends nursery per week.

**Appeals**

Appeals against the rejection of an applicant must be in writing and must be lodged with the Chair of Governors c/o The School within two weeks of receiving the letter from the school. The appeals will be heard by an independent Appeals panel whose decision is binding on all parts.

The charging rate will be reviewed by the Governors on an annual basis and parents will be notified a term in advance of any increased charges taking effect. Charges will be made for sessions even when a child is absent through sickness or holidays and if the Nursery is unable to open due to circumstances beyond our control e.g. extreme weather, flooding etc...

**Non Payment**

**We charge a £25 administration fee for each cheque that is returned unpaid by your bank.**

Signed by:

Chair of Governors:..... Date: .....

Headteacher: ..... Date: .....