



Applegarth Primary School - Nursery Admissions and Charging Policy

At Applegarth Primary School we recognise Early Years as the crucial stage of development when the foundation for future development and learning is set. We strive to provide only the best environment, and the most skilled, caring and effective professionals to work with you and your child.

Nursery Admissions

Admissions to Nursery are the responsibility of the Governing Body. The standard number agreed for admission to the Nursery is 20, maintaining statutory staff for children aged 3 and over: pupil ratios of 1:8 for non-teaching staff and a pupil ratio of 1:12 for a teacher.

Expressions of interest may be made via the online form on the Nursery page on the [school website](#). Parent/carers may register their interest for their child from birth. They are welcome to visit the school during this period by prior arrangement. However, by registering their interest, this does not guarantee a child a place within the nursery. Places will be offered according to the published admission criteria.

Funded nursery sessions are available each weekday morning 8.50 – 11.50; afternoon 12.20- 3.20pm; or full day 8.50am-3.20pm. Parents/carers may choose to pay for additional sessions at a cost of £13.50.

Attendance is booked in advance each term using School Cloud.

Admissions for Nursery Places to Start in September

The deadline for expressions of interest to start in September will normally be by the end of May half term. As the timescales are shorter this year this is extended until 1st July 2023. Expressions received after the deadline will not normally be considered unless there are places available and then the normal admission criteria will be followed. Following this, the application form for nursery admissions will be sent to all on the interest list, along with a form to indicate which sessions the parents would prefer.

All admission forms will be ranked according to the Nursery Admissions Criteria (see page 2). The offer of sessions will be made to meet parental needs according to this ranking. Once a child has a place allocated, their hours of early years' education are theirs until they leave. Once places have been allocated and accepted parents/carers must show a birth certificate or passport to confirm the child's date of birth and identity. In addition, proof of home address will be required.

Further Information

If you require further information about applying for a nursery place at Applegarth Primary School please contact: Applegarth Primary School, Upwell Rd, Northallerton, DL7 8QF, Telephone: 01609 773521 Email: admin@applegarth.n-yorks.sch

Main School Admissions

The arrangements in this policy are for admission to the Nursery and do not apply to those being admitted for school places (from Reception to Year 6). For main school admissions, please see the NYCC Admissions Policy: <https://www.northyorks.gov.uk/school-admissions>

All applicants must be aware that acceptance of a place in Nursery does not guarantee entry to the main school. Parents and carers must apply again for entry into main school.

All governing bodies are required to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) or Education Health & Care Plan (EHCP) has been issued.

Where the number of applications exceeds the number of places the Governing Body will use the following oversubscription criteria to prioritise applications.

ORDER OF PRIORITY:	Notes
<p><u>First priority:</u></p> <p>Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p>¹<i>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002.</i></p> <p>²<i>Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Second priority:</u></p> <p>Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p>
<p><u>Third priority:</u></p> <p>Children who needs additional support with their development due to environmental factors.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><u>Fourth priority:</u></p> <p>Children within the normal area of the school, giving priority to the oldest children first.</p>	
<p><u>Fifth priority:</u></p> <p>Children from outside the school's normal area, giving priority to those whose home is nearest to school first.</p>	

N.B. Having siblings in the main school (Reception – Year 6) or in the nursery does not influence whether or not a place will be allocated.

Charging

All children are entitled to funded nursery provision from the term after their third birthday (15 or 30 hours per week depending on family circumstances).

The relevant dates are as follows:

- Children born in the period 1st January to 31st March: the start of term beginning on or following **1st April** after the child's third birthday;
- Children born in the period 1st April to 31st August: the start of term beginning on or following **1st September** after the child's third birthday;
- Children born in the period 1st September to 31st December: the start of term beginning on or following **1st January** after the child's third birthday.

The funding arrangements are made by the school. Parents must ensure they return an accurate termly parental booking agreement to confirm their child's nursery place, to ensure this funding can be arranged.

If a parent is taking any of their entitlement from another provider, they must indicate this on the parental booking agreement. If a parent is splitting their 15 or 30 hours with other providers, this must be made clear.

There will be a charge for a child who attends for a full day to cover the 30 minutes 'lunch club' provided by the school. This is **£5.00** including supervision and a hot meal, and **£3.10** for supervision only (and the child bringing their own packed lunch). Each session (morning or afternoon) of three hours above the initial entitlement will be charged at **£13.50 (£4.50 per hour)**. This charge will be reviewed annually.

Chargeable nursery sessions must be booked termly and paid in advance in agreement with the school office. Childcare vouchers are accepted by prior arrangement with the school.

Once chargeable sessions have been allocated, they will continue to be included in the nursery session allocations unless:

1. Parent have given a half term's written notice to cease the sessions;
2. The child leaves the nursery;
3. Payment for the chargeable sessions has not been made by the agreed date;
4. The child has not been attending the chargeable sessions regularly.

Fee Payment

Chargeable nursery sessions will be confirmed on the Parental Booking Agreement and payment should be made by ParentPay by the date stated. Individual payment arrangements in exceptional circumstances can be discussed with the Headteacher or School Business Manager. Please talk to the office staff should you think you have exceptional circumstances.

If a child is absent, whether due to sickness or any other reason, 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. Overdue fees will incur a 10% surcharge. Payment not received within 10 working days of the due date will result in the place being withdrawn.

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) provides additional funding to providers to support disadvantaged three- and four-year-olds in early years settings. Further details can be found in the [Early years entitlements: local authority funding of providers: Operational guide 2018 to 2019](#)