

Charlestown Primary School

Nursery Admissions and Charging Policy



Policy Updated	November 2020
Policy Agreed	
To be reviewed	Spring Term 2022
Owner	
Signed	
Designation	

INCLUSION

Charlestown Primary School aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Charlestown Primary School Nursery is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

ENTITLEMENT TO A NURSERY EDUCATION.

Charlestown Primary School offers 3 and 4 year old children a full time Nursery place. This is for 38 weeks each year during term time and is for **Manchester Residents*** based on their postcode. Please see the definition of a **Manchester Resident*** at the end of the policy. Charlestown Primary School is a **full time** nursery. We do not offer any part time places.

All 3 & 4 year old children in England are entitled to 15 hours free childcare (570 hours per year) This is known as **universal** free child care. In addition to **universal** free child care some 3 & 4 year old children may be eligible for a further 15 hours free childcare (570 hours per year). This is known as **extended** free child care.

If you're eligible for the extra **extended** hours, you must sign up and register online. You will then be issued with a unique code. This code must then be given to the school to reserve and retain your nursery place. The website is: <https://childcare-support.tax.service.gov.uk>

For Manchester Residents* only:-

The cost of the additional hours to take your child to full time** nursery hours will currently be met by the school.

This is however subject to ongoing review and may change in the future. It is also subject to all **Manchester Residents*** registering online at <https://childcaresupport.tax.service.gov.uk> (as detailed below), to check their individual eligibility as to the possibility of Charlestown Primary School claiming the additional funding, in line with the **extended** free child care entitlements. Failure to comply with our request may result in any offer being withdrawn.

****This does NOT include the costs incurred if you use before school and after school care.**

Information on 30 hours entitlement (15 hours universal & 15 hours extended) and how to apply

All families with a 3 and 4 year old child are eligible for the **universal** offer of free early education of up to 15 hours a week term time or a total of 570 hours taken throughout the year.

Some children will also be eligible for **extended** childcare which provides up to a further 15 hours per week term time or a total of 570 hours taken throughout the year.

You will be eligible for the **extended** free childcare if the criteria below is applicable to you:

- both parents must be working (or the sole parent is working in a lone parent family), and each parent earns a weekly minimum equivalent to 16 hours at national minimum wage or living wage, and less than £100,000 per year
- working will include employed and self-employed persons
- in general families where one parent does not work (or neither parent works) will not be eligible for these additional hours
- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay
- one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring or one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits
- What you have to do to apply

You can check what help you could get with childcare costs and an indication as to your eligibility for 30 hours free childcare via [the GOV UK website www.gov.uk](http://www.gov.uk). You need to go to a "checking portal" to find out if you are eligible. Once the portal is open, register and apply for a childcare service account. If eligible you will be issued with a code. This code then needs to be passed onto the school. You will need to re-register every 3 months and provide this unique code to the school every 3 months to maintain your nursery place. Failure to re-register and provide the unique code to the school may result in your nursery place being withdrawn. It usually takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days. **If you are eligible you must provide the 11 digit code to retain a full time place, alternatively the additional 15 hours will be invoiced at a cost of 4.76 per hour.**

Families who do not qualify for the additional 15 hour extended free childcare: During 2020/21 the school will fund the additional 15 hours to provide a full time place. This will be reviewed on an annual basis.

ADMISSIONS POLICY

The responsibility for determining the admissions for nursery age children lies with the Governing Body of Charlestown Primary School Primary School.

Charlestown Primary School has 52 **full time** places available for nursery age children aged 3 & 4. These places are available to **Manchester residents*** based upon the definitions as detailed at the end of this policy. Proof of address will be required. We do not offer any part time nursery places.

A **conditional offer** may be made to **Manchester Residents*** after a home visit has been undertaken by the school. A conditional offer will also be subject to the family attending an initial Parents Meeting at the school and also subsequent termly meetings also held at the school. You will be required to share your employment circumstances and complete any application forms enabling the school to receive funding. Failure to comply with this will mean that we may withdraw our offer of a place.

The school nursery admissions conditional offer letter will make it clear whether your place is fully funded or partly funded.

ADMISSION CRITERIA

The Governors use the following criteria when prioritising applications:-

1. Looked after Children.
2. Children with a disability or SEN that are a **Manchester resident***. See below for the definition of a **Manchester Resident***
3. Children with a sibling who will be attending the school at the time of admission.
4. Children that are a **Manchester resident***. See below for the definition of a **Manchester Resident***
5. Other Children who live outside Manchester City's boundaries. **Fees will apply.**
6. If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance to the property to the nearest available entrance to the school (i.e. the shorter the distance the higher the priority).

APPLYING FOR A PLACE IN THE NURSERY

Parents can register a note of interest for their child to attend the Nursery by visiting the School Office.

Parents will then be asked to complete and sign an application form and data collection sheet and also provide a copy of the child's full birth certificate.

Being placed on the note of interest register and completing an application form **does not guarantee** a place in the Nursery. Places will be allocated using the Charlestown Primary School admission criteria as detailed in this policy.

Children who attend Charlestown Primary School Nursery **do not** have an automatic place in the Reception classes at Charlestown Primary School and should apply through the usual channels via Manchester City

Council Central Admissions. If you have a child in the nursery it does not mean that older siblings will be offered a place in the main school.

MANCHESTER RESIDENT* - Outline Definition

A Manchester resident is determined by postcode and the Council that the property of domicile is aligned to. As an example; M8 residents pay their council tax to Manchester City Council which means they are in the catchment area of the school and also Manchester Residents.

A resident of M24 or M25 is aligned to Rochdale and Bury Councils as this is where council tax payments are made. As such residents in these areas are not Manchester Residents.

NON MANCHESTER RESIDENTS

You may be offered a full time place, **subject to availability**, if your child has a sibling in our main school. 15 hours will be funded by **Universal** Free Child Care and the additional 15 hours childcare will be funded by the **family** in line with our charging structure.

You may however be eligible to claim for the further 15 hours **extended** free child care as detailed earlier.

Please see the above and also log onto

<https://childcare-support.tax.service.gov.uk>

Options to pay for the additional 15 hours childcare you receive:-

- 1) You may be entitled to claim – <https://childcare-support.tax.service.gov.uk>
- 2) If you are not entitled you will pay for the additional childcare
- 3) You may be entitled to a subsidy if you are entitled to Free School Meals

A half term's notice will be required if parents wish to cancel a place they are paying for at Charlestown Primary Nursery. Charlestown Primary School reserves the right to charge a half terms fees should parents not provide this notice.

SCHOOL DAY

Sessions are: 8:50 am – 3:10 pm with lunch in-between.

Children will be required to bring a packed lunch or pay for a school lunch, or can apply for free school meals if you are eligible.

Charges will be outlined in the parent/school contract.

TRANSITION INTO NURSERY

Initial transition into Nursery will be on a part time basis and discussed at the home visit. In consultation with parents and carers, the Nursery leader will make the decision as to when your child will start their full time place.

NON ATTENDANCE

Although it is not statutory that your child attends school until the age of 5, we do request that your child attends Nursery every day. If their attendance drops below 97%, we reserve the right to take away their Nursery place. Please note that we will continue to work with all of our families who have genuine reasons for non- attendance, e.g. necessary medical appointments

PROCESS FOR WITHDRAWAL OF NURSERY PLACE

- Initial period of persistent absence- Parent/Carer to be contacted for reason and proof of absence
- Continuous persistent absence below 97% will result in a formal meeting with the attendance officer and EYFS Phase Leader to discuss actions to improve attendance.
- Further persistent absence after this meeting will result in the withdrawal of your child's place.

PAYMENT METHODS

Invoices for payment of the additional 15 hours childcare for non- Manchester residents will initially be issued termly, in advance. The first month's payment will be due immediately to be paid through the schools on line payment system at a cost of 4.76 per hour or 71.40 per week.

The Headteacher and Governing Body reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

To see if you can claim any help with your childcare costs see www.childcarechoices.gov.uk

PAYMENT ARREARS

Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 2 weeks will result in the child's additional sessions at the Nursery being withdrawn.

REVIEW

This policy will be reviewed regularly and the school reserves to the right to amend the policy throughout the school year.