



Sandy Lane Nursery Information September 2024

For all schools in Greenshaw Learning Trust the Trust is the admissions authority. In implementing this and associated admissions arrangements the local governing body, Headteacher and school staff must take account of any advice given to them by the GLT Head of Admissions, the Executive Headteacher and/or Board of Trustees. If there is any question or doubt about the interpretation or implementation of this process, the appropriate GLT Head of Admissions or the Executive Headteacher should be consulted. Admission arrangements must be in accordance with the School Admissions Code 2014, the School Admissions Appeal Code. Please see our admission policy for further details.

Nursery Intake

We are a 40-place nursery. Our Nursery will take children from the term after their third birthday. They will remain in Nursery until the end of the academic year in which they are 4 years old. Nursery places are offered on a 'full hours' basis, i.e. those entitled to 15 hours attend 5 mornings or afternoons a week; those entitled to 30 hours attend 5 full days. We are only able to accept applications for full-time Nursery places from parents who are eligible for the government's 30 hours funding. We will consider applications from children entitled to extended places (30 hours) who wish to attend part-time (i.e. they split their 30 hours between us and another provider), but those entitled to universal places will take priority.

Each Nursery session will run from:

8.45am – 11.45am Morning Session
12.15pm – 3.15pm Afternoon Session
Lunch 12-1pm

Children, who are offered extended places, stay in school for lunch. There is no charge for lunchtime.

Applications will be processed as follows:

If the child is 3 on or between: Applications to be made by: Eligible for a nursery place:

1 April and 31 August 2024 / Autumn Term (Sept) 2024
1 September and 31 Dec 2024 / Spring Term (January) 2025
1 Jan and 31 March 2025 / Summer Term (April) 2025
1 April and 31 August 2025 /Autumn Term (Sept) 2026
1 September and 31 Dec 2025/ Spring Term (January) 2026

If it is not possible to offer some children a place because all are taken, they will be added to a waiting list if parents request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions.

Nursery Fee's

If we are able to offer places for children who are not entitled to extended places then we will charge as follows:

Academic year Charge 2024-2025 per AM or PM session

5th September 2024 to 14th February 2025 - £13.50 per session (AM or PM)

17th February 2025 to 23rd July 25 - £15.00 per session (AM or PM)

Charges are payable for a half term at a time. Payment in full in advance is required and vary according to the actual number of sessions in that half term.

Parents without a valid code who still want an extended 30 hours place will be invoiced and must pay in full and in advance for each half term.

As an example, for a 6-week half term in 2024-25, the charge would be £405.00. (£13.50 x 5 sessions x 6 weeks). Daily or weekly payment will not be accepted as this causes a significant administrative burden to the school. If payment is not received by the date on the invoice, then the extended place will be withdrawn.

If a parent who has had a place subsequently obtains an eligibility code, they may apply to the school for an extended place but this is not guaranteed. Parents who have paid for an extended hours place are not eligible for a refund should their child miss a session for any reason.

Changing Hours / Leaving the Nursery Early

Six weeks written notice, addressed to the Headteacher, must be given before the departure of any child from Sandy Lane Primary School Nursery or a change to previously agreed hours or pattern of attendance. This must be handed in at the beginning of the half term prior to departure. If sufficient notice is not given for a child to leave, parents will be liable for up to six weeks' fees from the day their child leaves. The fees will include all hours used, including Universal and/or Extended Free Entitlement hours for the six weeks. The place of a child who has been withdrawn cannot be held open and will be automatically made available to a child on the waiting list based on the published criteria. If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the published criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class will in no way influence the decision on being offered a place.

Attendance and Loss of Nursery Place

If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's Learning Journey. If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Pastoral Support Advisor (PSA). If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place in the Nursery. Parent/carers will be

notified of the loss of place in writing. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents/carers.

Additional Information

- a) All parents applying for a Nursery place for their child must provide the following:-
- Parent's National Insurance number
 - Parent's DOB
 - Child's birth certificate This information is required by the Local Authority to validate funding for either 15 hours or 30 hours.
- b) All children are eligible for 15 hours Nursery provision from the term after they are 3 as in the table above. (Universal provision)
- c) In addition, children may be eligible for 30 hours free care (Extended provision). To prove eligibility, parents must obtain a code from HMRC and must provide that to the school by the cut-off period stated by the school.
- d) If a valid code is not received by the school by the stated cut-off, then the extra 15 hours will not be funded and the extended place will be withdrawn.
- e) Parents with a 30 hour code must reconfirm their code every three months as detailed by HMRC. HMRC will issue reminders. In the event that a code is not reconfirmed by the cut-off date, the child will no longer be eligible for a full time funded place and will be invoiced for the additional 15 hours per week which must be paid in advance as above or the additional 15 hours place will be withdrawn.
- f) All parents must provide lunch for their child if they are staying for 30 hours.
- G) Sandy Lane Primary School cannot be held responsible to send reminders to reconfirm codes or settle disputes between parents and HMRC. We strongly advise parents to follow Government Guidelines available on their website.