



## **Nursery Admissions and Charging Policy**

### **Inclusion**

Sandal 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. Sandal is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

We offer a stimulating and quality learning environment, both indoors and outdoors with experienced, caring and committed practitioners. All children thrive and are motivated to learn.

When the time comes for children to move from Nursery to Reception, the transition is carefully planned to ensure all children are familiar with their new class teacher and the Reception environment.

### **Nursery Education**

For children aged 3 and 4 years old we offer a nursery place that provides a flexible provision to our community. In addition to a funded 15 hour place, parents/carers can pay for additional Nursery sessions. Beginning of week, end of week and full day sessions are available for 38 weeks per year, during term time. Parents/carers will be required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement.

Nursery session times are as follows:

|                         |                                   |
|-------------------------|-----------------------------------|
| Beginning of week       | Monday 9.00am - Wednesday 12.00pm |
| End of week             | Wednesday 12.00pm - Friday 3.00pm |
| All day including lunch | 9.00 am – 3.00 pm                 |

The 15 hour free entitlement will be made up of 5 sessions. Additional sessions can be purchased on a termly basis subject to availability and the completion of an additional hours registration form. Payment for these sessions must be made in advance.

### **Admissions Policy**

The criteria we follow to allocate places is detailed below:

*Entry to Nursery is in two intakes over the year.*

1. LAC (looked after children) will always take priority.
2. Children who have exceptional social or medical needs.
3. Additional paid or revised sessions for children who already attend our Nursery.
4. Children who have siblings already at our school.
5. Staff members' children.

6. According to the child's date of birth.
7. Distance from school

Where possible we will allocate first preferences. If a chosen session is full, where available, we will offer an alternative session. Children will then be placed on a waiting list.

### **Further Admissions Information**

- The responsibility for determining the admissions for nursery age children lies with the Governing Body of Sandal Primary School.
- The Governing Body has agreed that any available sessions, over and above the 15 hours free weekly provision will be chargeable.

For children of school age, we follow the Local Authority Admission Arrangements. Therefore, a child who has a place in Nursery is not guaranteed a place in Reception, nor do they have additional priority for Reception. Further admission arrangements for school aged children can be found on our website.

Parents of prospective new pupils are positively encouraged to visit the school.

Admission policies will only be consulted upon every 3 years unless there have been changes.

### **Additional Nursery Sessions and Charges**

- Additional 3 hour Nursery sessions are subject to availability and will be allocated on a first come, first served basis.
- Additional sessions are charged at £16.50 for 3 hours and this charge will be reviewed annually.
- Additional sessions must be arranged termly, in advance and in agreement with the school.
- A half term's notice will be required if parents wish to cancel additional sessions at Sandal Nursery. Sandal Primary School reserves the right to charge a half term's fees should parents not provide this notice.

### **Illness and Absence**

We regret that no reduction in fees can be offered due to absences through illness or additional holidays.

### **Adverse Weather or Unexpected Closure**

The Nursery will endeavour to open at all times. However, should the Nursery be closed unexpectedly due to adverse weather conditions, for example, heavy snow, flooding or storms you will not be charged for this day. A refund will also be given should unexpected closure due to failure of utility services occurs.

### **Nursery Registration**

Nursery registration forms are available from the school office or on our website.

Once a Nursery registration form has been completed, we will send parents/carers an initial welcome letter providing information on the Nursery sessions available. A more detailed application pack, inviting parents/carers to meet Nursery staff and explore our learning environment will be sent when a place has been allocated.

## Payment Methods

- Invoices for payment of additional Nursery sessions will be issued approximately half way through each half term (i.e. six times during the academic year) and in advance of the sessions.
- Various payment methods are available, please contact the school office. 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 as Nursery costs do not reduce if your child is absent.

## Payment Arrears

- You will be invoiced for additional hours in line with the Nursery Admissions and Charging Policy.
- Payment must be made in advance each term. Children will not be allowed to stay if payment has not been received.
- Session times cannot be changed without prior notice and subject to availability of places.

## Cancellation of Contract

- Cancellation of the 15 hour free entitlement sessions can be made at any time. To cancel additional (charged) sessions, a half term's notice will be required.
- Any permanently cancelled sessions will be made available to children on the Nursery waiting list.
- Once additional sessions are cancelled school cannot guarantee reinstating them.

|                            |                              |
|----------------------------|------------------------------|
| <b>Reviewed by:</b>        | Paul Douglass & Sarah Lester |
| <b>Approved by:</b>        | Full Governing Body          |
| <b>Last reviewed on:</b>   | <b>Date:</b> Autumn 2025     |
| <b>Next review due by:</b> | Autumn 2028                  |



**Sandal Primary School & Nursery**  
**Nursery Additional sessions Registration Form 2024-2025**

|                |  |
|----------------|--|
| Name of Child: |  |
| DOB:           |  |
| Address:       |  |

**Please indicate which days you require additional sessions**

|    | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|----|--------|---------|-----------|----------|--------|
| AM |        |         |           |          |        |
| PM |        |         |           |          |        |

**I understand that payment for additional nursery sessions must be made in advance as outlined in the terms of the Nursery charging policy and that the school reserves the right to withdraw the place and attempt to recover the debt through the small claims court if fees are not paid. I understand that School cannot give refunds for any sessions that I have booked but which my child(ren) does not attend and a half terms notice is required to cancel additional (charged) sessions.**

**Signed**

**Date**

Please return the registration form to the School Office