

SPOFFORTH CE (VC) PRIMARY SCHOOL ENTRY TO NURSERY CLASS



Spofforth School operates an Early Years Class comprising Nursery and Reception children. The available number of nursery places will vary from year to year depending on the size of the Reception cohort. School will allocate Nursery sessions each April for the following academic year.

Please note that admission to Nursery does not guarantee a place in Reception - there is a separate NYCC School Admissions Policy and information regarding this can be found on the following website. <http://www.northyorks.gov.uk/article/23539/School-admissions>

Administration of Nursery Places for Entry in the Next Academic Year

1. Complete a Registration Form which is available from the school office or on the schools website and return to the school office by **15th April**. **This should be completed at this time even if your child may not be eligible for entry until the following January or April.**
2. School will aim to allocate sessions by the end of April and a Nursery Admissions Pack will be forwarded to you.
3. Admissions Pack to be completed by Parent/Carer and returned to school by **15th June** failing which we reserve the right to allocate your child's place to someone else.
4. Any additional requests for sessions will be allocated subject to availability on a first come first served basis after the April deadline.

Nursery pupils at Spofforth are eligible to be admitted the **term after their 3rd birthday**. Each child is entitled to 15 hours of government funded sessions per week: Spofforth's sessions are 3 hours long. If wished, the funded hours may be used across different providers. Please note that due to high demand morning sessions may be limited to a maximum of 3 per child.

Subject to availability there may be an option to purchase extra sessions. The school office can advise on availability once the April deadline for session allocation has passed. This will be on a first come first served basis.

Extended hours 12.00 – 12.30 pm

From September 2015 there is also the option for a child to extend their session by staying for lunch following a morning session, or arriving for lunch prior to an afternoon session or, if two sessions are allocated on the same day, to stay and have lunch at school. Both lunch and the time between sessions are subject to separate charges. Lunch Club is open to any child in nursery subject to available spaces. Lunch does not have to be purchased and a packed lunch may be brought in from home instead. In this case, the charges for the extra time Lunch Club will still apply.

Times and prices of non-funded sessions and Nursery Lunch Club

Morning sessions	9.00 am to midday	£12.00
Lunch Club	midday to 12.30 pm	£4.00
Children to bring own packed lunch OR		-----
Hot School Lunch		£1.60
Afternoons	12.30 pm to 3.30 pm	£12.00

Nursery is open term time only and is closed for teacher training days – exact term dates will be advised prior to the start date.

Further Information

Children are admitted to the Nursery Class in accordance with the current North Yorkshire Local Education Authority's Nursery Admission criteria as set out below.

All governing bodies are required to admit to the school a child with a Statement of Special Educational Needs (SEND) or Education Healthcare Plans (EHCP) 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 (SEND) or EHCP has been issued.

ORDER OF PRIORITY:	Notes
<p>First priority:</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 adopted or became subject to a child arrangement order 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><i>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002.</i></p> <p><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>Second priority:</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>Third priority:</p> <p>Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p>Fourth priority:</p> <p>Children within the normal area of the school, where possible giving priority to the oldest children first.</p>	
<p>Fifth priority:</p> <p>Children from outside the school's normal area, giving priority to those whose home is nearest to school first.</p>	

Funding of Nursery Places

The eligibility dates for Government Nursery funding for 3 year olds are:

31st August: For birthdays from 1st April to 31st August, funding begins in September.

31st December: For birthdays from 1st September to 31st December, funding begins in January.

31st March: For birthdays from 1st January to 31st March, funding begins in April.

Additional costs

Occasionally, we may ask for a voluntary contribution to cover trips out or visiting theatre companies.

Notice of increase in fees

If we need to increase charges, we will give notice of one month.

Vouchers

We are able to accept vouchers through schemes run by many employers for chargeable sessions. Please check with the school office for the information you will need for your employer.

Trial sessions

Should you wish to book for your child to have a trial session, please do so at the office.

Payment terms

Payment for chargeable sessions must be made in advance either termly, half termly or monthly.

Payment methods

Payments will be accepted via ParentPay, the school on-line payment service. Login details will be advised by the school office.

Cancellation policy/illness

Once you have booked a paid place you are obliged to pay, even if your child does not attend for any reason, including illness and holidays: This also applies to Lunch Club.

You do not have to pay for missed funded places, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform the teacher of any absence.

Unavoidable closure of school

The school policy and procedures apply. Should school be closed for reasons beyond our control, you will not be charged for the paid sessions affected. **From time to time due to special school events we may have to ask for Nursery sessions to be swapped to an alternative day and when this is the case as much notice as possible will be given.**

Notice period

We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being one month. Any payment that has been made for a place within that month's notice will not be refunded and further payment will be required to complete your commitment to the end of the month.

Late payment fees/debt collection policy

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.