

## **SPOFFORTH CE (VC) PRIMARY SCHOOL NURSERY ADMISSIONS POLICY**

Spofforth School operates an Early Years Class comprising Nursery and Reception children. The available number of nursery places will vary from year to year / term to term depending on the size of the Reception cohort. School will allocate Nursery sessions each Summer 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 **mid April of the year your child will need a place**.
2. School will aim to allocate sessions by the **beginning of May** and parents will need to download and complete a Nursery Admissions Pack which can be found on the schools website  
<http://follifootandspofforth.co.uk/>
3. These must be completed by Parent/Carer and returned to school by **end of May**, failing this we reserve the right to allocate your child's place to someone else. **If you need a hard copy of the Admissions Pack please email your request to: [admin@spofforth.n-yorks.sch.uk](mailto:admin@spofforth.n-yorks.sch.uk)**
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 September **after their 3<sup>rd</sup> birthday**. Each child is entitled to 15 hours of government funded sessions per week, some parents may be eligible to apply for extended 30 hours provision – this needs to be applied for direct by parents and then the evidence letter brought to school. : <http://www.northyorks.gov.uk/article/33505/30hours-extended-early-years-entitlement-for-eligible-three-and-four-year-olds>

Spofforth's sessions are 3 hours long and **we are able to offer a maximum of 27 hours per week**. If wished, the funded hours may be used across different providers.

### **Spofforth School Nursery Sessions are available:**

**9.00 am to midday Monday to Friday 12.30 pm to 3.30 pm Monday to Thursday**

Subject to availability, there may be an option to purchase extra sessions for parents who are not eligible for the extended 30 hours provision. 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.

Spofforth CE Primary School, School Lane, Spofforth, North Yorkshire HG3 1BA  
Tel: 01937 590655 • Email: [admin@spofforth.n-yorks.sch.uk](mailto:admin@spofforth.n-yorks.sch.uk) • Web: [www.spofforth.n-yorks.sch.uk](http://www.spofforth.n-yorks.sch.uk)

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Lunch Club is available for children who attend a morning and afternoon nursery session on the same day.

For those children whose parents are entitled to the extended 30 hours of government funded sessions, that need to stay at lunchtime, there is no charge for this half hour apart from a school meal if taken. These sessions must be pre-booked, subject to availability. **This is not part of the government funded hours and is supervised by Midday Supervisor Assistants in the school hall with the school children.**

**Times and prices of non-funded sessions and Nursery Lunch Club if not entitled to extended funded hours.**

|  |                     |        |
|--|---------------------|--------|
| Morning sessions                             | 9.00 am to midday   | £15.00 |
| Lunch Club                                   | midday to 12.30 pm  | £4.00  |
| Children to bring own packed lunch <b>OR</b> |                     | -----  |
| Hot School Lunch                             |                     | £2.30  |
| Afternoons                                   | 12.30 pm to 3.30 pm | £15.00 |

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.

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

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| <b>ORDER OF PRIORITY:</b>  | <i>Notes</i>  |
|--|---|
| <p><b><u>First Priority</u></b></p> <p>Looked after children and all previously looked after children for whom the school has been expressed as a preference. Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> or became subject to a child arrangement order<sup>2</sup> 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><sup>1</sup><i>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted &amp; Childrens Act 2002.</i></p> <p><sup>2</sup><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><i>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society</i></p> |
| <p><b><u>Second Priority</u></b></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><b><u>Third Priority</u></b></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><b><u>Fourth Priority</u></b></p> <p>Children within the normal area of the school, giving priority to the oldest children first.</p>   |   |
| <p><b><u>Fifth Priority</u></b></p> <p>Children from outside the school's normal area, giving priority to those whose home is nearest to school first.</p>   |   |

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### **Funding of Nursery Places**

The eligibility dates for Government Nursery funding for 3 year olds are:  
31<sup>st</sup> August: For birthdays from 1<sup>st</sup> April to 31<sup>st</sup> August, funding begins in September.

### **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.

### **Payment terms**

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

### **Payment methods**

Payments will be accepted via ParentMail, 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.

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**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.

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