

William Hildyard C of E Primary and Nursery School

Nursery Admissions Policy

Admissions

Our nursery class is open 38 weeks of the year, in line with Lincolnshire term dates.

Our nursery is registered to deliver the Early Years Entitlements (EYE). EYE is available Monday to Friday from 8.35am – 3.15pm.

Children are admitted on a first come first served basis and the maximum number of children we can have in the class at any one time is 13.

To enquire about available spaces, please contact our school office team on 01778 343119 or by email – enquiriesWH@aspire.federation . Visits are warmly welcomed to our nursery.

You will need to complete an Admission Form prior to starting so that we have all relevant details to help keep your child safe and thriving.

We maintain a waiting list for nursery places, ensuring that parents/carers are informed when spaces become available.

Early Years Entitlements:

The following Early Years Entitlements are available:

Universal funding for all 3 & 4 year olds	up to 15 hours per week
Extended funding for eligible 3 & 4 year olds	up to 30 hours per week

Funding is available term time only. The nursery is not open during the school holiday periods and so stretched funding is not available.

We are unable to claim Early Years Entitlement funding on your behalf. Parents should note that even if your child is eligible for funded sessions, you will remain personally liable for the cost of sessions attended by your child until we have received your fully completed Parent Declaration Early Years Entitlement Form and your funding claim has been processed by Lincolnshire County Council and validated by us. If you are applying for Early Years Entitlement funding, please visit the website at www.childcarechoices.gov.uk for information on how to make your application for funding and for reapplying.

All additional hours must be agreed in advance. If there is space, and an Admission Form has been completed, you will be able to book your child onto ad hoc sessions. To do this, you will need to contact the school office. We are pleased to accept ad hoc sessions subject to availability.

At present, we do not offer hours outside of the EYE funded sessions. Transport & outing costs will be discussed as they arise over the course of the year.

Lunchtimes

Parents whose children are attending nursery will need to provide their own, healthy, packed lunch for their child. Children will be supervised in the nursery classroom during the lunch period.

Nursery Session Cancellations

We require one month's notice to cancel or change contracted nursery sessions. In accordance with our Attendance Policy, we ask that the Centre be contacted to notify staff of any child absence so that we can maintain accurate registers. You will still be charged for sessions booked as we must provide sufficient staff to manage the needs and safety of your child.

Withdrawing Your Child from Nursery's Provision

For nursery children, one month's written notice must be given if you no longer wish to access the nursery's services.

The admission policy will be reviewed annually.