



Kinderley Community Primary school

Nursery Policy

Headteacher's signature:	Date: 5.3.24
Chair of Governors' signature:	Date: 5.3.24
Review Date: Charges and timings reviewed 26.11.24 Late club and charges added 6.3.25 Cancellation notice amended 20.10.25	March 2026

Rationale

We believe that all young children should have an equal opportunity to access high quality Early Years Education. To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity regarding the priorities, criteria, and procedures for allocating places at Kinderley Nursery.

Aims

To have a fair and consistent process for allocating places.

To ensure all applicants are equally valued and that families can express their and their children's needs.

Guidelines

Places will be allocated on a first come first served basis taking into account staff:child ratios and the number of available places. The number and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS) Framework (September 2021). We currently have provision for 5 x 2 and 3-year-olds or 8 x 3-4-year-olds per session.

Places

Free Universal Entitlement for 3-4-year-olds - 15 hours per week, term time only, available from the term after the child's third birthday.

Sessions available are 8.50am - 11.50am, 11.50am - 2.50pm, 8.50am - 2.50pm (2 sessions), Monday-Friday.

Free Extended Entitlement for 3 and 4 year olds - 30 hours per week, term time only, available from the term after the child's third birthday, for families who meet the criteria. Please go to www.gov.uk for the current eligibility criteria.

Sessions available are 8.50am - 2.50pm Monday-Friday. These are set hours and unused hours cannot be banked to be used at a later date.

Only a valid 30 Hour Code will guarantee the funding of the extended 15 hours under this entitlement, and it is the parent(s)/carer(s) responsibility to provide this. Parents will be asked to renew their 30 Hour Code at the beginning of each term. The school will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code. HMRC will prompt parents by email or text 4 weeks and then 2 weeks before to renew their 30 Hour Code if they have not reconfirmed their eligibility. If a 30 Hour Code cannot be renewed, or the parent/carers chooses not to renew the code, the additional hours will be charged at Kinderley Nursery's hourly rate.

Early Education for eligible children aged 2 years old - 15 hours per week, term time only for the most vulnerable 2-year-old children, whose families meet the criteria, available from the term after the child's 2nd birthday. Please go to www.gov.uk for the current eligibility criteria. Working parents of two-year-olds can also apply for 15 hours of free childcare, to be accessed from April 2024. Parents can apply via Childcare Choices.

<https://educationhub.blog.gov.uk/2024/01/22/how-to-claim-15-hours-free-childcare-code/>

Sessions available are 8.50am - 11.50am Monday-Friday.

Extra Charged Hours

Place allocation is dependent on availability at any particular time.

Please ask for current session fees at time of enquiry. Currently they are:

2 year olds £6 an hour

3 and 4 year olds £5.50 an hour

Ad hoc sessions can be booked subject to availability.

Invoices are generated at the end of each half term. Payment must be made within 14 days of the date of the invoice

Late Collection

We appreciate that you might have work commitments or older children to collect from the main school. Therefore, it is possible to book the 'Late Club' which lasts from 2.50-3.20pm. It is £3 a session and needs to be booked a week in advance, although we will always try and accommodate last minute requests. Payment can be at the time of booking or billed monthly.

We also understand that sometimes events happen such as a flat tyre which cause parents to run late. However, if a child is continually collected late, the charge for the first late collection will be £3 and then £5 for further late collections. This would be reviewed if late collections continued. This is because we must maintain child to adult ratios and need to move staff from the main school to supervise. Charges are billed weekly.

Please note: Late club is not covered by the early years funding. Early years funding can only be taken during nursery hours.

Notice period for Free Entitlement Hours

We ask parents to make a termly commitment to the Nursery.

Where a child is leaving the setting to take up a place elsewhere the notice period is four weeks. Please provide notice of cancellation in writing.

Notice period for Extra Charged Hours

The notice period for changes to contract or termination of contract is 1 week.

School Meals

School meals are available at a cost of £2.45 per day or alternatively you can provide your child with a healthy packed lunch.

Nursery Start Dates

Your child will be able to start as soon as there is a place available for them. We will customise your child's settling in period to their requirements and needs so that we can ensure your child feels safe and happy to be left with us.

We reserve the right to change the contents of this policy without prior notice.