

# **Flakefleet Primary School**



## **Nursery – Admissions 2018**

In our nursery we admit children the term after they are two in Little Lighthouse and the term after they are three in preschool. We offer a first come first served basis on all completed registrations. If we are unable to offer the sessions requested the parent will be made aware of the sessions that are currently available, or when the sessions will become available.

When a parent enquires about a place for their child, the school will ask the parent/carer to register their details. This is a registration of interest and not a guaranteed place. The school office will contact the parent/carer the term before they are due to start to confirm there is a place available and invite parents/carers and children to look around the Nursery and to pick up all the necessary documentation. When the completed admission forms are returned a place can be allocated. We will then write to invite your child to start their induction. During the first week children will attend for two hour session only. During the second week, and thereafter, children will attend for the full session time unless Nursery staff and parents/carers agree that this is not in the best interests of an individual child.

If there are more applications than places then all applications will be put into rank order

- Children with a Statement of Special Educational Needs that names the school
- Looked After Children
- Children who have a sibling in the Nursery at the time of the applicants admission
- Oldest children first

All children are entitled to a part time nursery place the term following their third birthday. The part time entitlement is for 15 hours per week which consists of 5 morning or 5 afternoon three hour sessions. In addition to this some 2 year olds are entitled to free early education if they meet the eligibility criteria. There is a new entitlement for working parents of 3 and 4 year old children which was introduced in September 2017. This is an additional 15 hours per week entitlement in addition to the child's existing 15 hour free early education place.

It will be parents' responsibility to apply for 30 hours free childcare via the online HMRC eligibility checker. Parents will receive a voucher code if they are eligible, which they will give to school. Due to circumstances changing from time to time, parents/carers will receive a prompt every three months from HMRC to reconfirm their details so that their eligibility can be re-assessed.

If you require additional sessions a fee will apply and the sessions will need to be agreed every half term. Fees are charged at £5 per hour on a session basis. The session times are 8.45-11.45 and 12.30-3.30. The full days will include the lunch hour, and will run from 9.00-3.00. Children are asked to bring a packed lunch. Payment is to be made a week in advance and no refunds can be given for non attendance; this is because of the staffing levels required.

It is the responsibility of Flakefleet Primary to ensure that all children are attending regularly and that for the number of hours per week are being claimed. Occasional holidays and sickness absences are acceptable.

### **Free Nursery Places for Staff**

2 full time free places are available for staff in the Little Lighthouse, if they have worked at school for at least two years.

If more than 2 places are required for staff, the costs of the additional places are shared between all the staff. E.g. if there are 3 children of staff who require a place, the cost of the additional third place is shared amongst all 3 staff.

Unlimited places are available at our pre-school nursery as most of these children will be eligible to 30 hours funding.

Free before and after school care is available to all staff at all sessions, if there is capacity. This benefit is only available to staff when they are working their contracted hours or overtime.

Staff must inform school as soon as possible in order to secure a place as they will be allocated on a first-come, first-served basis.

School withholds the right to remove the right to provide free childcare with one terms notice, should the need to do so arise.