

Waterloo Primary School and Nursery



Nursery Admissions Policy

Approved by: S Robinson – Chair of Governors

Signed:

A handwritten signature in blue ink, appearing to read 'S Robinson', followed by a period.

Review date: September 2024

Waterloo Primary School & Nursery - Nursery Admissions Policy

Our nursery provides places for children aged 2, 3 and 4 years. From the age of 3 children are entitled to either the 15 hour Universal Offer or the 30 Hour Extended Offer of free education/care each week. All places are subject to availability.

- Children are eligible to access the free entitlement to nursery education (15 or 30 hours) at the beginning of the term following their 3rd birthday.
- The 15 hour offer is universal for all families
- The 30 hour offer is available to families who meet the eligibility criteria – for details and to check if you are eligible please visit www.childcarechoices.co.uk
- 30 hour extended offer places are conditional and are subject to a valid code which must be provided to nursery in advance of a place being confirmed and must be **reconfirmed every 3 months**. More info can be found here: <https://www.gov.uk/30-hours-free-childcare>

Session times and fees

The 15 hour universal offer can be taken as 1 of the following options:

- 5 mornings (8.45am – 11.45am), term time only
- 5 afternoons (12.30pm – 3.30pm), term time only
- 2.5 days, term time only either at the beginning of the week or the end of the week.

The 30 hour extended offer is 5 days, term time only (8.45am - 11.45am and 12.30–3.30pm).

Lunch cover (11.45am – 12.30pm) is available at an additional cost of £3.50 for both 15 hour and 30 hour families. Parents have the option to collect their child at the end of the morning nursery session for the lunchtime break or for their child to remain in nursery between the end of the morning session (11.45am) and the start of the afternoon session (12.30pm) during which time, supervision will be provided for a daily charge of £3.50 paid a week in advance or on a half-termly basis in advance. Parents are requested to provide their child with a packed lunch. This charge covers staffing, accommodation, building, materials and equipment costs.

Snacks during sessions are provided. Parents must provide enough nappies, milk, creams and suncream if required for their child(ren).

Parents who are not eligible for the 30-hour extended offer have the option to pay for the additional 15 hours (subject to availability) at a rate of £13.50 per 3-hour session to be paid monthly in advance.

Any applicable fees (lunch cover or applicable session fees) are payable when your child/ren is absent due to sickness or holiday. This is to retain your child's place at nursery.

Intakes

There will be three intakes: September, January and April (subject to the availability of places). Children will be admitted to the nursery in the term following their second or third birthday.

January 2024 intake: Friday 29th September 2023 (12 noon)
Parents will be notified of places by Friday 17th November

April 2024 intake: Friday 26th January 2024 (12 noon)
Parents will be notified of places by Friday 23rd February

September 2024 intake: Monday 15th April 2024 (12 noon)
Parents will be notified of places by: Friday 24th May

Applying for a place

Parents are required to complete an Application Form which can be found on our website www.waterlooprimaryschool.co.uk/nursery or collected from the school office to indicate a preference for a morning, an afternoon place and/or a full day place (30 hour offer only).

Every effort will be made to accommodate choice but it cannot be guaranteed.

Application forms can be obtained from our website or the school office and should be returned to the school office or emailed to admin@waterlooprimaryschool.co.uk

Requesting a place and completing an application form **does not** ensure that a place may be offered. Parents and carers are informed in writing if a place has been allocated.

Wraparound Provision

Breakfast and Afterschool Clubs are available for children aged 3 upwards attending both morning and afternoon sessions. Please indicate this on your application form. Unfortunately Breakfast Club and After School Club sessions are not available for 2 year olds.

Breakfast Club - 7.30am - 8.45am
Fees: £4.00 per day

After School Club - 3.30pm - 5.50pm

Fees per day:

3.30pm - 4.30pm - £4.50

4.30pm - 5.50pm - £5.00

3.30pm - 5.50pm - £8.50

See Charging and Remissions policy on the school website for further details.

Allocating places

Places will be allocated under the following criteria:

First Priority

A looked after child or a child who was previously looked after and ceased to be so because they were adopted (or became subject to an adoption, residence, or special guardianship order).

Second Priority

Sibling - Children who have a brother or sister living in the same house who are already attending the nursery or Waterloo Primary School provided they will still be in attendance when the nursery placement commences.

Third Priority

Places will be offered on a first come first served basis to children according to age. Priority is given to 3-year olds or those who turn 3 the following term.

Fourth Priority

Children in the order of proximity of their homes to the school. (Measured as per the Tiebreaker Clause)

Tie Breaker Clause

If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. The Local Authority will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Please be aware that the number of places allocated in each criterion can change from year to year.

Nursery children who are admitted in January or April and are accessing over 12 months of nursery provision or children already attending Waterloo Nursery for whom deferred entry to Reception has been agreed, will automatically hold their place for the following September intake (subject to availability). If your child is receiving an afternoon placement when admitted in January you will have the option of requesting

a morning placement for September if a place is available or vice versa or request a 30 hour offer, all day place. Parents will be contacted at the end of the Spring Term to request this.

In the event of the nursery being oversubscribed a priority order will be operated as indicated.

- The school will have a nursery waiting list.
- The names from completed application forms will be entered on the waiting list as and when the parent registers the child.
- The waiting list will be ordered according to age. Priority is given to those children who have reached the age of 3 by the 31 August.
- In the event places for 30 hours provision is over-subscribed, children already attending school nursery (AM/PM place) will be placed on a Reserve List. This will be ordered according to the above criteria

Payments and Validation Funding Codes

- Parents offered a 30 hour place for their child will need to provide school with a valid eligibility funding code before the place can be confirmed.
- It is the sole responsibility of parents to apply for and provide their 30 hour offer eligibility code to school and to re-confirm their eligibility using their HMRC online account every 3 months (or as directed by the HMRC) in order to maintain their 30 hour offer place at Waterloo Primary School Nursery.
- Parents who fail to reconfirm their eligibility will be required to pay for the additional 15 hours at the rate of £4.50* per hour/£13.50 per session (plus lunch) for a maximum of 6 weeks (payable 1 week in advance) or forfeit the additional 15 hours session which will then be offered to the next child on the waiting list.
- Parents no longer meeting the criteria for the 30 hour offer will be given a grace period of 6 weeks. During this time they will be required to pay the fees as detailed above. If after this period they fail to meet the criteria and are unable to claim and provide a 30 hour offer eligibility code, the secondary 15 nursery hours will be revoked and offered to the next child on the waiting list.
- For parents requiring a 30 hour place in conjunction with another childcare/nursery provider, the initial 15 hours (am/pm contract) will be funded to Waterloo Primary School & Nursery and the additional 15 hours provision will be claimed by the secondary provider. If parents fail to reconfirm their eligibility for 30 hours provision when taking across 2 settings, Waterloo will claim the first 15 hours of child care cost in order to maintain the child's place at Waterloo Nursery. Parents will need to negotiate fees to be paid to the secondary childcare provider in order to maintain their place at this setting. NB-Should the local authority share the 15 hour funding across the 2 settings, the child attends - Parents will be liable to pay the top up fees for hours at the rate of £4.50 per hour (payable 1 week in advance) attended at Waterloo until such a point when 30 hour funding is reinstated across the 2 settings.
- Parents/Carers will be invoiced in advance for the coming month for any lunch cover or applicable session fees.

- All fees (lunch cover and additional sessions) are payable when your child/ren is absent due to sickness or holidays. This is to retain your child's place at nursery.
- Parents/Carers must pay in advance via Parentpay for their child's nursery fees and charges. Payment for Nursery Fees and Charges will be charged at the end of the month for the month ahead (e.g. end of September for October's fees and charges).
- Nursery fees and charges must be paid within 30 days of the invoice date. Failure to pay an invoice may result in your child's place at nursery being removed.
- Payment reminders will be sent to Parents via ParentApp (or email if parents do not have the app). If payment is not received within 30 days, parents/carers will be issued with a final payment reminder and final payment date (6 weeks after the original payment date). If payment is not received by the date stated in the final payment reminder letter your child's place may be removed and you will receive written notification from the Headteacher.

Attendance at nursery **does not** guarantee admission to Waterloo Primary School. Parents will need to apply for a place in Reception via Sefton Council:

<https://www.sefton.gov.uk/schools-learning/school-admissions/>

*All prices and sessions are subject to review by the School and Governing Body.

I confirm that I have read, understood and agree to the Waterloo Primary School Nursery Admissions Policy.

Child Name:

Parent/Carer Name:

Signature:

Date