



Woodhall Primary School Nursery

Lime Tree Nursery

Terms, Conditions and Admissions Criteria

Admissions Criteria

Our nursery takes funded two year-olds and children from three years of age. We have a maximum of 26 children in a session with no more than four children under the age of three at any one time. We accept children's names for the nursery waiting list at any time but allocate places according to our admissions policy half a term before the child is due to start. We cannot guarantee you a place, but we do try to offer all children at least three terms in the nursery before entry to our school.

We offer children a morning, afternoon or all day placement.

Please note that admission to our nursery class does not guarantee admission to the main school.

Where applications for admissions exceed the number of places available, the main school admissions criteria will be applied, a summary of which is below. For full details, please see the admissions criteria document on our website: woodhallprimary.co.uk

After the admission of pupils with an Education, Health and Care plan naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after)
2. Siblings (children who are brothers or sisters of, or who live as a family at the same address)
3. Children who are ordinarily resident in the catchment area.
4. Children who live outside the catchment area, prioritised by the straight line distance between the school and their home.

Obligations on Woodhall Nursery

We will:

- Inform you as soon as possible after the admission round closes whether your application for a nursery place has been successful. The nursery round closes at the end of the half term, before the term of entry.
- Provide the agreed childcare facilities for your child, at the agreed time
- If there is sufficient availability, accommodate any requests you may make for additional sessions at the nursery
- Notify you as soon as possible of any days on which the nursery will be closed. Term dates are advertised on the school website.

Obligations on You

You will:

- Fully complete our application form
- Immediately inform us of any changes to your child's health or medical needs
- Immediately inform us of changes to your contact details
- Keep us informed as to the identity of the persons who will be collecting your child from nursery. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release the child into their care
- Immediately inform us if you are unable to collect your child by the official collection time for their session. *Please note that a late charge may be issued*

Fees and Payment

All three year olds and some two year olds are entitled to 15 hours per week of funded nursery provision. Some three year olds with working parents are entitled to 30 hours per week of funded provision. To receive the 30 funded hours for your child, you will need to apply for a 30 hour code from HMRC. To find out more and to claim a 30 hour code, have a look at the website -

<https://www.gov.uk/30-hours-free-childcare>

For those not entitled to 30 funded hours, any sessions in addition to the 15 hours per week will be charged at **£12/session**.

If your child is staying at Nursery over the lunchtime period, there will be a supervision charge of **£3.00 per day**. Parents/Carers can provide their child with a packed lunch or buy a hot school meal at an additional charge of £2.30.

Payments should be in advance, termly, half termly, monthly or weekly, at the school office by cash or cheque, or online via parentmail.

Please note: no refunds will be given for privately paid sessions if a child does not attend, unless we are informed before 10am on the morning of the absence. Refunds will be given for lunchtime sessions not attended.

Parent/Carer Acknowledgment

Name of Child..... Name of Parent

I have read and understood this document, and accept a nursery place for my child at Woodhall School under these terms and conditions.

Signed (Parent/Carer) Date