

Hutchinson Memorial CE First School Nursery Admission Arrangements Academic Year 2021-22

Admission criteria

The Nursery must receive a signed and fully completed application form before a place can be considered. Parents will need to show their child's birth certificate before their child begins attending Nursery.

Children can be admitted following their 3rd birthday. It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places. Admission to Nursery will be determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of applications for admission to Hutchinson Memorial Nursery exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Those applying for the full 30 hours (or more) funded and/or paid hours per week.
- 3) Children who have an elder brother or sister in attendance at Hutchinson Memorial First School and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.)
- 4) Children living within the defined catchment area for nursery will correspond to the catchment area for the main school.

5) School being the nearest school to the child's home when measuring by the shortest road route to the Main School Gate. (This may be used as a decider in a tiebreak situation. The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances. The co-ordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.)

Please be aware that a placement within the Nursery does not automatically qualify your child to start school at Hutchinson Memorial CE First School. A separate application must be made via Staffordshire County Council Admissions.

Fees

Parents have the flexibility of a variety of nursery session options at Hutchinson Memorial CE First School.

We can provide 15 hours nursery provision which is funded by the Government; we can also provide the additional 15 hours to make up to the 30 hour extended entitlement (subject to income related criteria). If parents are not eligible for 30 hours Government funded provision, they may book additional payable hours on top of the funded 15 hours. Payable hours are charged at a fee of **£4 per hour**.

Payment for additional sessions is paid via School Money (online payment portal). An account will be opened upon your child's admission. Charges are payable half-termly in advance. Refunds will not be given for non-attendance at pre-booked sessions. Meals not taken will be refunded.

Opening times

Hutchinson Memorial CE First School offers Nursery provision throughout the school day: Monday to Friday 8.45am - 3.15pm.

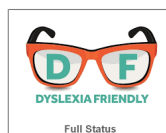
Attendance

Once parents have accepted a place for their child we expect that child to regularly attend sessions. We are flexible during a child's Nursery year allowing them to 'build up' their sessions. However, where a child has not attended an allocated session for more than 2 weeks, without a valid reason, a member of staff will talk to the parent concerned checking if the session is still required.

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If a child has not attended nursery for 3 weeks without any explanation we reserve the right to offer their sessions to another child.

Termination and cancellation

We require 4 weeks' notice, in writing, should a parent wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period of 4 weeks. If a parent withdraws their child during this notice period, the fees shall still remain payable.

We reserve the right to terminate a Nursery Place for any given reason. If this decision is taken, will give notice of one half term, in writing.

Insurance

We have extensive Insurance cover - A copy of the Insurance certificate can be found in the School Office.

Personal property and belongings

Although every reasonable effort will be made by the Nursery staff to ensure children's belongings are not lost or damaged, we cannot be held responsible for any loss or damage to children's property.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporary closed or the non-admittance of your child to the Nursery for any reason, this applies to absence due to sickness and holidays.

Accidents and illness

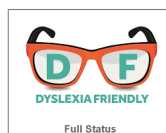
We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and a record of first aid incidents will be kept. If a child requires treatment in a clinic or hospital, all attempts will be made to contact the parents but failing this, we are hereby authorised to allow a medical professional to act in the best interest of the child. This is in line with school's working practice.

We will ask parents to collect a child if they require medical care or attention or if it is considered that the child is not well enough to remain in Nursery. We will also ask parents to withdraw their child if we have reasonable cause to believe that they may be suffering from, or have suffered from, any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. This includes sickness

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and diarrhoea for which we enforce our policy that children must be clear of symptoms for a full 48 hours before returning to Nursery.

Any accident or injury incurred at home will need to be reported when dropping a child off. A record will then be made of this which will be signed by the parent.

Nursery Policies

Nursery policies are incorporated in the school's policies and procedures. These terms and conditions have been developed in consultation with the governor's committee for the nursery and by the full governing board.

Signed V Bennett (Chair of Governors)

Date: January 2022

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and Hutchinson Memorial CE First School. We reserve the right to update / amend these Terms and Conditions at any time. One month's notice will be given of any changes made where possible.

I the Parent of _____ accept and agree to the above terms and conditions of Hutchinson Memorial CE First School Nursery.

Parent Name (Please Print) _____

Parent Signature _____

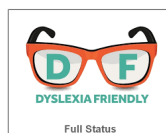
Date _____

Please retain one copy of the Terms and Conditions for future reference and return a signed copy and your child's original birth certificate to:-

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Hutchinson Memorial CE First School
Uttoxeter Road
Checkley
Stoke on Trent
ST10 4NB

Once we have received the signed and completed forms an invoice will be raised and distributed. Invoices will be raised half termly and will be payable through School Money (online payment portal).

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