

# Chase Lane Primary School & Nursery Unit

## **NURSERY ADMISSIONS and CHARGING POLICY**



Updated  
Main Author  
Agreed by F & GP  
Next Review

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Julie Field  
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# **Nursery Charging Policy**

## **Entitlement to Nursery Education:**

All children are entitled to 15 hours free Nursery education from the term after they turn 3 years old. Chase Lane Nursery has provision for 74 x 15 hours places and 16 x 30 hour places.

Your child may qualify for 30 hour funding if you meet certain criteria – please check on the Government website to see if this applies to you before you make the Nursery application (<https://www.gov.uk/30-hours-free-childcare>).

Proof of your entitlement will be required and any changes to your circumstances should be given to the Nursery Co-Ordinator immediately.

## **Chase Lane Nursery Admissions Policy:**

The responsibility for determining the admission for Nursery age children has been delegated to the Governing Body of Chase Lane Primary School & Nursery Unit. The Governing Body has delegated this responsibility to the Head Teacher and Nursery Co-Ordinator.

Parents can register their interest in a place with the Nursery Co-Ordinator or School Office by submitting an application form. Please email the school or visit the office for a copy of the application form.

Please note that this does not guarantee a place will be offered to your child / children.

Funded places are available based on the admission criteria below.

## **Admission Criteria:**

- 1: Staff Children
- 3: Siblings of Chase Lane Primary School (as per London Borough of Waltham Forest current criteria)
3. Home address (children are expected to live in the Chingford, E4 area)
- 4: Order of age (oldest first)

***Please note that the following do not influence your chances of being allocated a place at Chase Lane Nursery:***

*The total length of time you have lived in the catchment area*

*The length of time that you have been registered on our waiting list*

Once your child has been granted a nursery place here at Chase Lane, the place will be theirs until the day they leave.

However, if your child / children does not attend regularly, the place may be removed and offered to the next child who qualifies under our admissions criteria.

If your child is offered a place, you will receive notification via letter to your home address. The place will not be secure until we have received confirmation by the deadline given on the original letter.

A place in Chase Lane Nursery does not guarantee a place in the reception class at Chase Lane Primary School. An application will have to be made to London Borough of

Waltham Forest and they will determine the allocation of places dependent on the borough's admission policy.

### **A day in our Nursery**

The Nursery day starts at 8.55am and we offer 2 sessions.

Morning sessions: 8.55am – 11.55am OR

Afternoon sessions: 12.25pm – 3.25pm

When you apply, please state whether you require a morning or afternoon session. We will endeavour to provide the session you request but cannot guarantee this.

For children registered for a 30 hour place the hours are as follows:

|                          |                         |                          |                          |
|--------------------------|-------------------------|--------------------------|--------------------------|
| <i>Monday - Thursday</i> | <i>8.55am – 15.25pm</i> | <i>6 ½ hours per day</i> | <i>26 hours per week</i> |
| <i>Friday</i>            | <i>8.55am – 12.55pm</i> | <i>4 hours per day</i>   | <i>4 hours per week</i>  |

### ***Total of 30 funded hours per week.***

Lunch will be at 11.45am – 12.20pm and there will be no charge for this session.

Please provide a packed lunch for your child / children.

### **Late collection charges**

Parents will be charged for any extended childcare that has to be given in the event of late collection of your child / children at the hourly rate of £5.00.

If your child / children is collected late by 15 minutes or more, this will be considered a late collection and a charge will be applied.

Fees are set annually by the Governing Body in July.

**All fees due must be paid promptly. Please make cheques payable to Chase Lane Primary School or via ParentPay.**

### **Child care vouchers:**

Chase Lane Nursery accepts child care vouchers. Please speak to the School Business Manager if you wish to pay for additional sessions with Childcare Vouchers.

### **Children's Trips:**

The Nursery may occasionally take the children on a trip to a local attraction or the shops.

If there is a cost implication for the trip, a request may be made for a voluntary contribution via letter.

### **Pupil Premium for 3 – 4 Year olds.**

Your child / children may be entitled to receive additional funding to aid their early education. If you think you may be entitled to claim this additional funding, please complete the attached form and return to the Nursery Manager.

*This policy is reviewed every year or earlier if necessary.  
Reviewed June 2023 by A Khazna Nursery Manager*