

Dunchurch Infant School and Nursery

Headteacher Mr. Ian Dewes



Today's date

Dear Prospective Parent

Thank you for your recent enquiry about Dunchurch Nursery; I have pleasure in enclosing a Registration Form and our Admissions Policy, as requested.

We would like to invite you to visit the Nursery, where you will receive further information. The Nursery Manager, Natalie Herbert, can be contacted on 01788 810292, all day Monday – Wednesday or Thursday and Friday morning.

Nursery Fees

Dunchurch Nursery currently charges for any child that is not eligible for Nursery Education Funding (please see attached policy).

If you decide to register your child at Dunchurch Nursery you will be asked for a £50 Registration Fee, which will be refunded from your child's first invoice. All nursery places are allocated in strict Admissions Policy order. Please be aware that the Registration Fee will guarantee entry onto the current waiting list, but unfortunately we are unable to guarantee the offer of a place.

If you do not receive confirmation that we have received your Registration Form within two working weeks, please contact the Nursery as soon as possible.

I hope this information has been useful to you. We will be happy to answer any queries that you may have and look forward to meeting you in the near future.

Yours sincerely

Ian Dewes
Headteacher

DUNCHURCH INFANT SCHOOL & NURSERY

Nursery Registration Form



CHILD'S LAST NAME:						
CHILD'S FIRST NAME(S):						
<i>PLEASE PROVIDE A COPY OF YOUR CHILD'S ORIGINAL BIRTH CERTIFICATE</i>						
Date of Birth:						
Other Nurseries that your child has attended, if applicable:						
When would you like your child to start?						
Full name of both parents/guardians, i.e. title, last name & first name:						
Full address of parents/guardians, including postcode:						
Telephone Numbers of parents/guardians, i.e. landline and mobile numbers:						
Email address of parents/guardians:						
Siblings in family, if applicable, i.e. full name, date of birth and school attending:						1. 2.
<p>Choosing your Nursery Sessions – Please choose your sessions from the days listed below (there is a separate form for the wrap-around care sessions). Please be aware:</p> <ul style="list-style-type: none"> When choosing your sessions, children are required to attend a minimum of three sessions per week, if they are attending the Rising 3's Room and five sessions per week if they are attending the Pre-School Room. If you wish to amend your sessions, we require a minimum of one term's notice. 						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
8.45am – 11.45am (Nursery am)						
8.45am – 12.30pm (Nursery am & lunch)						
11.30am – 3.15pm (Lunch & Nursery pm)						
12.15pm – 3.15pm (Nursery pm)						
<i>ALL allocations are carried out in strict Admissions Policy order. If you have any queries regarding this form, please do not hesitate to contact us.</i>						
I enclose a £50 registration fee (cheques made payable to 'Dunchurch Nursery')					Tick Box	
Signed:					Date:	



DUNCHURCH INFANT SCHOOL & NURSERY

ADMISSIONS POLICY (NURSERY)

Please note there is a separate admissions policy for Dunchurch Infant School
and a separate admissions policy for Owls Club (wrap around care)
For further information please contact the school office.

Policy Date:	September 2016	Author:	Natalie Herbert
Approval Date:	12th September 2016	Approved By:	Full Governing Body
Next Review Date:	September 2020	Current Version:	5

Dunchurch Nursery is a co-educational nursery for 3 and 4 year olds. We aim to be a happy inclusive nursery and welcome all pre-school children, regardless of which school they hope to attend.

Children can be admitted at the start of the term in which they turn 3 years old (referred to as "rising 3's"). However, if a child turns 3 in the school holidays (Summer, Christmas or Easter), then they cannot be considered until the following term, e.g. a child who turns three in the Christmas holidays cannot start until January. With all applications, staff must see a copy of the child's birth certificate. For the terms before the start of their pre-school year, children will attend the rising 3's nursery room. Then, for the entire academic year before they enter into Reception, they will attend one of the two pre-school rooms.

The nursery will admit up to 72 children to any one session, with 24 children in the rising 3's room and in each of the Pre-School rooms.

Attendance in the Rising 3's Nursery Room

Children must attend a minimum of 3 sessions per week.

Attendance in the Pre-School Nursery Rooms

Children must attend a minimum of 5 sessions per week.

An extra 2 spaces may be available should funds be released for children with special needs. Each application for a place for a pupil with special needs will be looked at in terms of the needs of the pupil and a Health & Safety risk assessment. These places can only be given to pupils where the Nursery is able to support the pupil's need.

Admission of Pupils

Places are to be allocated and confirmed via written communication 2 terms in advance of the requested start date. When the nursery is at full capacity, then registrations must be received by the Nursery no later than the specific cut-off date, as per the table below:

Requested start date	Last day for submission of Registration Forms (of the previous academic year)
Autumn Term (September)	1 st December
Spring Term (January)	1 st March
Summer Term (April)	1 st July

The nursery operates during school hours and registration forms are considered on a term by term basis. We endeavour to give 2 term's notice before your child is due to start nursery, when informing you of confirmation of sessions.

Following difficulties caused by people booking places, but then not taking them up, when

registering your child for a place at Dunchurch Nursery, you will be required to pay a £50 Registration Fee. This will be deducted from your first term's invoice once you have taken up the place. If, after registering and having your sessions confirmed, you decided to not take up the place, or you request that you change your sessions at all, you will not be refunded your £50 Registration Fee.

Nursery Education Funding

The basis of charging is in line with the Code of Practice on the Provision of free Nursery Education places. Children are eligible for Nursery Education Funding (NEF) the term after their third birthday, providing they are 3 before the end of March, August or December. Parents will then be entitled to receive Nursery funding for up to 15 hours per week (38 weeks per year). Depending on eligibility, some children may be entitled to an additional 15 funded hours, totaling 30 hours funded education time per week. The Nursery Administrator, with your permission, makes a claim for the NEF on your behalf. Please note that if the relevant forms are not returned to us then parents will be charged for the sessions.

Extra nursery sessions or wrap around care (sessions outside of nursery funded hours) can be purchased, subject to availability. A one off nursery registration fee is chargeable for children accessing any sessions over and above the nursery funded sessions – this includes children staying at lunchtimes.

If your child is with us for more than one academic year, you will be given the opportunity to review your child's nursery sessions for the beginning of their second academic year.

Should a parent require alterations to their allocated sessions, this request should be made via a 'Request to Change Sessions' form, to the Nursery Manager who will then advise the parent of availability of sessions. This process usually takes place before the admission of new children. We will, at all times, endeavor to meet the requirements of parents.

Parents who wish to increase the number of sessions, should note that once NEF has been allocated for a particular term, any extra sessions that term will need to be paid for.

Finally, should parents wish to cancel sessions not eligible for the NEF, we require a complete half term's notice. Failure to do so will still incur this charge for the minimum notice period, unless agreed otherwise by the governors.

Over subscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied:

1. Children under the care of the Local Authority
2. Children living in the parishes of Dunchurch, Thurlaston, Willoughby and Grandborough
3. Children who are in their Pre-School year
4. Children with siblings at Dunchurch Nursery, Dunchurch Infant School or Dunchurch Junior School.
5. Other children.

Places will also be allocated based on the date of registration within the above criterion.

N.B. All of the above is subject to availability of spaces

Waiting lists

When the nursery is full, unsuccessful applicants and those wishing to change sessions will be placed on a waiting list.

Please be aware that the Governing Body's decision is final regarding any allocation matter.

Further Information

This policy should be read in conjunction with our Equal Opportunity Policies and our Charging & Remission Policy, which are available to read in Dunchurch Infant School office.

Please note that despite the strong links between the nursery and Dunchurch Infant School, admission to the nursery does not guarantee admission to the school. That said, children from Dunchurch Nursery may gain priority over children who do not attend the nursery.

All parents are required to apply for school admission. Each school has its own admissions policy and if the number of children applying for entry exceeds the places available, the school will rank each child in order of priority. Please see the school admission policy for current arrangements.

If you have any queries regarding the Admissions Policy, Registration form or any matters arising, please do not hesitate to contact either the Nursery Manager or the Nursery Administrator.

Basis of Charging at Dunchurch Nursery

The basis of charging is in line with the *“Code of Practice on the provision of free Nursery Education places for three and four year olds 2004-2005”*.

Children are eligible for Nursery Education Funding the term **after** their third birthday, providing they are 3 before the end of March, August or December. You will then be entitled to receive Nursery funding for up to 15 hours per week (38 weeks per year) in a nursery of your choice. Depending on eligibility, some parents may be entitled to an additional 15 funded hours. The Nursery Administrator, with your permission, makes a claim for the Nursery Education Funding on your behalf.

If your child attends more than 30 hours in total, whether in one or more nurseries, there will be an additional charge. Dunchurch Nursery currently charges any child that is **not** eligible for the Nursery Education Funding. This charge is set by the Governors.

Should you have any questions with regards to funding issues, please contact either, Julie Young, the Nursery Administrator or Natalie Herbert, the Nursery Manager who will be happy to help.

**DUNCHURCH NURSERY AND OWLS CLUB
NEW FEE STRUCTURE (FROM 1ST SEPTEMBER 2017)**

Session	Cost
Owls Club - Before School 8.00 - 8.45am	£4.31
Breakfast (optional extra available only to those who arrive by 8.15am)	£0.56
Morning Session 8.45am - 11.45am	£13.23 (or Government Funded)
Lunchtime Session	£2.43
Hot Lunch (price set by WCC and subject to change)	£2.10
Afternoon Session 12.15pm - 3.15pm	£13.23 (or Government Funded)
Owls Club- After School Session 1 (includes snack) 3.15pm - 4.30pm	£5.57
Owls Club- After School Session 2 4.30pm - 6.00pm	£6.17
Full day with breakfast and hot lunch	£47.60
Full day without breakfast, with packed lunch	£44.94