



BROOK INFANT SCHOOL  
AND NURSERY

## **BROOK INFANT NURSERY**

### **NURSERY ADMISSIONS POLICY**

Children are welcome to start at Brook Infant Nursery from their second birthday, if there are spaces available.

#### **REGISTRATION**

To register a child at the nursery, parents and carers must complete the online nursery registration form on our website and then email a copy of their child's birth certificate to [nurseryadmin@brookinfant.school](mailto:nurseryadmin@brookinfant.school). If you are unable to access the registration form online, please contact the nursery to collect a paper copy.

Applications may be registered one year before the child's expected start date.

**Please note, that the completion of an application does not guarantee a place in the nursery.**

#### **ADMISSION**

An admissions panel will consider each application.

Children must attend the nursery for a minimum of two sessions a week (unless we are only able to offer one).

#### **ADMISSION CRITERIA**

Places will be offered on the following criteria:

1. Children who are looked after;
2. Those already attending the nursery and will be remaining there;
3. Those with siblings in Brook Infant School or Nursery at the time of starting;
4. Those children who are eligible to start in the nursery by age in the order they have been added to the waiting list.

*Please note: When parents are contacted about their child's place, they will be sent a letter which will state the date the place request form needs to be returned by. Forms received after this date may not receive their desired places.*

## **FREE ENTITLEMENT FUNDING**

See “a guide to your children’s Nursery fees” document for information.

**All free entitlement forms must be completed and sent in before the end of the school term. Parents/carers are advised to look out for emails regarding funding and respond promptly otherwise they may not be able to claim funding. These emails can sometimes be in a junk or spam folder.**

## **OFFERING YOUR CHILD A PLACE**

If spaces are available, we will contact parents of eligible children in the term before they are due to start. Letters will be sent to these parents asking them which places they would like their child to attend in the following term. This letter will be sent out via the email used at registration.

The letter will state when the places will be allocated. Parents will be asked to ensure that their form, stating which places their child would like, is returned by the specified deadline. Places will be allocated according to our admissions criteria.

Parents will then receive a letter stating the sessions their child has been allocated. Parents are asked to inform the nursery as soon as possible if sessions allocated are not suitable.

Letters will be sent out as follows:

- Children eligible to start in September will be contacted by the previous April.
- Children eligible to start in January will be contacted by the previous October.
- Children eligible to start in April will be contacted by the previous January.

Attendance at the Nursery does not guarantee a place at the Brook Infant School. For schools admissions, parents should contact the West Sussex County Council Pupil Admissions Office on 03330 142903.

Once a place has been offered parents will receive further details about the Nursery. You will receive an invoice for the £20 non-refundable joining fee. The place is not secure until this is paid.

Parents will be invited to a welcome meeting with the Headteacher and nursery staff in the summer if their child is starting in September as well as a home visit. When children are starting in nursery in the Spring or Summer term, parents will meet with staff and will have a home visit.

**For any changes to hours or cancellation of the space, the Nursery must be informed in writing immediately otherwise the parent/carer will be liable for the full fees. For children starting in September, no changes can be made after the 3<sup>rd</sup> week in July. At other times 4 weeks’ notice is required of any cancellation in hours as this will impact on staffing numbers.**

**Parents/Carer who wish to defer their agreed space until the next term, cannot be guaranteed the same sessions or space will be available.**

**We cannot guarantee that space in Breakfast or After school club will be available due to a limited number of space due to staff ratios and age of the child.**

## CHANGES TO NURSERY PLACES ONCE THE TERM HAS STARTED

Any changes to the allocated nursery places will be subject to four weeks' notice.

## NOTICE

Four week's written notice is required to terminate attendance at the nursery or to swap session times (depending upon availability).

**If you wish to defer your child's start date you must give us the minimum notice. If you fail to give the minimum notice, you shall remain responsible for paying the full fees for your child from the originally agreed start date to the end of the notice period.**

**If you reduce hours, for any reason, we cannot guarantee that the original sessions will be available as these will be offered to people on the waiting list. If you wish to keep the sessions, full payment will be required.**

## CHARGES

See "a guide to your children's Nursery fees" document for information.

### Payment Conditions

Fees must be paid promptly (or have a payment plan in place) within 30 days of the invoice date. Any accounts not cleared (or have a payment plan in place) within 30 days will be charged a £15 late payment fee for each 4 week period over the 30 days. For example, if the account is subject to a late payment charge, £15 will be added to the account on day 31 and an additional £15 on day 61 and then an additional £15 every 30 days until the account is cleared.

### Complaints

If you are unhappy with your allocation and feel that you have been treated unfairly or discriminated against you must contact either the Headteacher or the Chair of Governors in writing. The Admissions panel will respond to your complaint within 14 days.

<b>Reviewed and Adopted:</b>	<b>Sep 2024</b>
<b>Frequency of Review:</b>	<b>Annually</b>
<b>Committee Responsible for Review:</b>	<b>School</b>
<b>Date of Next Review:</b>	<b>Sep 2025</b>