



BROOK INFANT SCHOOL  
AND NURSERY

## **BROOK INFANT NURSERY**

### **NURSERY ADMISSIONS POLICY and TERMS AND CONDITIONS.**

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 waiting list 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 waiting list form online, please contact our Nursery Administrator ([nurseryadmin@brookinfant.school](mailto:nurseryadmin@brookinfant.school)) who will arrange for you to collect a paper copy.

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

#### **ADMISSION**

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 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 an email which will state the date the session 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.

If forms are not received by the deadline the Nursery will not be able to claim for funded hours, and the Parents/Carers will become liable to pay privately for all hours.

It is the responsibility of the Parent/Carers to reconfirm your working families entitlement if eligible, by the Government set deadlines date. It is not the Nursery's responsibility to remind Parents/Carers to do this and cannot be held responsible if the code is not valid.

## **OFFERING YOUR CHILD A PLACE**

We will contact parents who have completed a waiting list form in the term before they are due to start. Emails will be sent to these parents asking them which sessions they would like their child to attend in the following term. This will be sent out via the email used at registration.

Emails will be sent out as follows:

- For September start parents will be contacted by the previous April.
- For January start parents will be contacted by the previous October.
- For April start parents will be contacted by the previous January.

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

Parents will then receive a confirmation email stating the sessions their child has been allocated. Parents are asked to confirm the sessions allocated by return email.

Once a place has been offered parents will receive further details about the Nursery. You will receive an invoice for the £21 non-refundable joining fee. The place is not secure until this is paid. The £21 covers a contribution to the Nursery fund to pay for extra activities plus one Nursery jumper.

All families will be allocated a home visit which will take place before their child starts Nursery along with a stay and play session.

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

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

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

## **CHANGES TO NURSERY SESSIONS BEFORE START OF TERM.**

Once the sessions are confirmed it is unlikely that changes can be made as we may be full or could impact on staffing numbers.

For any changes to hours/sessions or cancellation of the space/sessions, the Nursery must be informed in writing immediately otherwise the parent/carer will be liable for the full fees. 4 weeks' written notice is required.

If changes are made during a Nursery holidays, the 4 weeks will start from the beginning of the next term.

Any bookings for Breakfast/After School clubs, will also be subject to the same terms.

If sessions are swapped and there is no monetary difference, then the 4 weeks may be waived.

## **CHANGES TO NURSERY SESSIONS ONCE THE TERM HAS STARTED**

Any changes to the allocated nursery sessions will be subject to four weeks' written notice. The four weeks do not include holiday weeks except summer holiday weeks.

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.

If sessions are swapped (depending on availability) and there is no monetary difference, then the four weeks may be waived.

Any bookings for Breakfast/After School clubs, will also be subject to the same terms.

## **NOTICE TO LEAVE**

Four week's written notice is required to terminate attendance at the nursery. The four weeks do not include holiday weeks.

If your child is due to leave at the end of a summer term due to starting school in September, there is not a notice period. However, please ensure you let the Nursery know which school your child will be attending and confirm your exact leave date.

If you wish your child to remain in Nursery and defer their start of school, please discuss this with the Nursery Manager as soon as possible. A space will not be held unless it has been agreed.

## **CHARGES**

See "[A guide to your children's Nursery fees](#)" document for information.

Fees may increase each September. The increase will be driven by the annual local authority staff wage increase.

Food costs in After School Club may increase each September. This will be driven by the actual cost of the meal charged to the school from the external suppliers.

## **PAYMENT CONDITIONS**

Fees must be paid promptly (or have an agreed 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.

If invoices are not paid by the agree deadline, then the Nursery has the right to remove the space immediately. All outstanding fees will need to be paid.

If you are paying for your nursery fees using the Government Tax Free Childcare, please ensure you have emailed your unique code i.e. ETAY23658 to [nurseryadmin@brookinfant.school](mailto:nurseryadmin@brookinfant.school) This code is used to track your payment.

## **LATE FEES**

We ask that all children are picked up promptly. A late fee of a minimum of an hour will be added for parents who collect after their allocated session time.

## **SHARED CARE**

If your child attends or has previously attended another setting such as another Nursery, Preschool or childminder, please pass this information onto the Nursery Manager or Administrator. The Nursery may need to speak with this provider regarding the child's needs and safeguarding.

## **UNPLANNED CLOSURE OF THE NURSERY**

The Nursery reserves the right to close the Nursery at short notice in the event of extreme weather conditions, flood, fire, health pandemic or any other critical incidents which affects the successful running of the Nursery or has an impact on the wellbeing and health and safety of Children and Staff. Fee will not be refunded.

## **ABSENCES**

Refunds will not be given in any circumstances for sessions your child does not attend Nursery.

Funded hours are processed weekly. In weeks with bank holidays and inset days, funded hours cannot be moved to another week or a session added.

## **ADDITIONAL SESSIONS**

The Nursery cannot accommodate additional ad hoc sessions or temporary swapping sessions.

Breakfast and After School booking can be booked ad hoc subject to an available space. Please email [nurseryadmin@brookinfant.school](mailto:nurseryadmin@brookinfant.school) to book this. An invoice will be sent for payment. Ad hoc bookings cannot be included in funded hours.

## **NURSERY STAFF**

Staff work hard to make sure your Child has an enjoyable time in the Nursery. We ask that staff are respected and spoken to in an appropriate manner. We ask that no derogatory comments about the Nursery are posted on social networking sites such as Facebook, Instagram or X. Please do not request staff as 'friends' on their personal social media accounts. If you have a concern please speak to a member of the team directly.

## **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. We will respond to your complaint within 14 working days [term time only].

<b>Reviewed and Adopted:</b>	<b>Jan 2026</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>Jan 2027</b>