



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 brooknursery@brookinfant.school. If you are unable to access the registration form on line, 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 START DATES

Your child's date of birth	Which term would Free Entitlement funding (for three year olds) become available?
Between 1 st Sept and 31 st Dec	Spring term
Between 1 st Jan and 31 st March	Summer term
Between 1 st April and 31 st August	Autumn term

Children Aged Three

Parents are entitled to claim 15 hours of free nursery education for all eligible children in the term after they are three years old plus an additional 15 hours may be available for eligible working parents (up to 30 in total). The criteria for the additional 15 hours is as follows:

- Both parents are working (or the sole parent is working in a lone parent family) AND;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW) and earn less than £100,000 per year.

Please note this includes employed and self-employed parents as well as parents on zero hour contracts who meet the criteria. Parents who are on maternity, paternity or adoption leave or those who can't work because they are disabled or have caring responsibilities, could also be eligible.

To find out if you are entitled to claim the additional 15 hours, please visit www.childcarechoices.gov.uk. Once you have been granted the additional 15 hours, you will be given a code which must be written on to the Free Entitlement Declaration form - we use this code to request your funding.

Parents will then need to reapply for this funding every term to guarantee their funding for the following term. This is so that the Government can check that parents are still eligible. Parents will be contacted termly by the Government and asked to update their details. Unfortunately if details are not updated, the funding is withdrawn and additional hours are chargeable. Please note it is parent's responsibility to update their status with the Government termly.

Children Aged Two

Some children aged two years old, may be eligible for free entitlement funding, please visit www.childcarechoices.gov.uk to see if your child may be eligible.

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. 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.

Please be aware that this may change depending on current social distancing guidelines.

CHANGES TO NURSERY PLACES ONCE THE TERM HAS STARTED

Any changes to the allocated nursery places once the term has begun will incur a one off £20 admin fee (unless four weeks' notice has been given - please see below).

NOTICE

Four week's written notice on either side is required in order to terminate attendance at the nursery or to change session times (depending upon availability). Once the child attends the nursery, the £20 one off admin fee is not charged when four weeks' notice is given for change of sessions.

CHARGES

As stated above in Free Entitlement section - children who are three years old are eligible to 15 hours free nursery education in the term after their birthday (and some may be eligible for up to 30 hours). In addition, some children aged two may be eligible. This funding is for 38 weeks of the year only.

Any additional hours attended, will be charged at £6 per hour for children aged three and £8.50 per hour for children aged two.

Invoices for the terms nursery sessions will be sent out at the start of each term. Payments can be made by direct bank payment, cash or through child care vouchers. Failure to pay will result in the place or the offer of a place being withdrawn.

Charges will be reviewed annually and a term's notice will be given in writing to each parent if there is to be any change.

Refunds will not be given for sickness (this includes self-isolation), holidays, hospitalisation, planned or unplanned absence or enforced closures.

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.

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