



Little St Mary's Nursery Admissions Policy 2018/19

1. Introduction

Little St Mary's Children's Day Nursery is a teacher led nursery and a registered provider of childcare on non-domestic premises on the Early Years Register and we fully comply with the requirements for the Early Years Register set out in the Statutory Framework for the Early Years Foundation Stage. All places at Little St Mary's Nursery are subject to availability, taking into account staff/child ratios, the age of the child and space requirements.

Little St Mary's Nursery provides care for children 3 year and above living in Studley and surrounding areas. Places **are provided on a first come first served basis**. In the event of all places being filled there is a waiting list.

2. Inclusion

We operate an inclusion policy where all children are welcome regardless of nationality, religion, culture, race, gender, physical ability or disability, health or social class as stated in the equal opportunities policy.

“Little St Mary's Nursery is committed to providing a fair and open admission system to every family.”

Other matters taken into account in deciding which child can be offered a place in the nursery are as follows:

- Availability of spaces, taking into account the staff/child ratios and the age of the child.
- Children who have siblings who are already with us
- The date of a child's application for a place – **those on the waiting list first are given priority.**
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing.
- A child requiring a full-time place may have preference over one requiring a part-time place.
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.
- To secure a child's place we require a deposit which covers admin costs.
- **IT IS VERY IMPORTANT TO NOTE** - Little St Mary's Nursery admissions arrangements are different to the main St Mary's school and because the school has its own admissions policy **parents need to be clear that attendance at the nursery does not guarantee a place in St Mary's school.**

Notwithstanding if you are considering St Mary's school for your child from RECEPTION, the nursery would be a super way to for your child and parents to learn about the school and the children as they will have access to the school facilities and parts of the extra-curricular provision such as cooking sports Forest schools, assemblies etc. So when coming to visit please come and look at our Reception environment.

3. Little St Mary's Nursery Operating hours

- Nursery morning sessions will run Monday to Friday 9 AM to 1 PM (4 hours) and Afternoon sessions 1- 3:15PM (2hours 15 minutes)
- Our Nursery full day is Monday to Friday 9 AM to 3:15 PM
- A minimum week booking requirement of three 'sessions' is required. A session being a morning 4 hours or afternoon 2¼ hours [A full day therefore represents two sessions.]
- **Little St Mary's nursery will able to offer 15 EEF (Early Educational Funding) hours between 9.00 - and 12.00 Monday to Friday and additionally for day sessions between 1:00 – 4.00 Monday to Friday**, the extra hour will then be privately funding in the morning session is chargeable at £6.00.
- The nursery afternoon sessions Monday to Friday can be provided under the EEF scheme **and there will be no extra charge for these sessions.** *(For more information on funding please see the Little St Mary's Nursery /Little Oaks Pricing Structure document)*
- Little St Mary's will be offering EEF spaces are available at Little St Mary's nursery but are subject to availability with priority being given to children taking up full-time places or children requiring additional hours
- 'Additional funded hours' [upto a further15 hours] can be used at Little Oaks before and after school club. 7:30AM – 8.45AM (1 hour EEF) and 3:15PM – 6.00PM (2hours EEF) *(For more information on funding please see the Little St Mary's Nursery /Little Oaks Pricing Structure document)*
- Non NEF funded nursery hours and will be charged at a standard session rate of £6.00 per hour.
- Our nursery is open between 9 AM and 3:15PM, 39 weeks of the year during term time. We are closed for all school holidays, and bank holidays.
- A deposit of £50 is required to secure a child's place and this will be deducted off your first bill once your child has started.
- Payment is monthly in advance *(For more information on payment terms and conditions lease see the Little St Mary's Nursery /Little Oaks Pricing Structure document)*

4. EEF hours?

- Your children can come to Little St Mary's Nursery from their third birthday but can only receive free childcare from **the term after their third birthday.**
- **IMPORTANT** Access to EEF hours at Little St Mary's Nursery is between 9 AM and 12PM **(MAX 3 hours + 1 hours non funded)** and Monday to Friday and between 1:00 and 4.00 PM

(MAX 3 hour no extra funding)

- **Any and all additional hours that are NON EEF funded will be charged at standard session rate £6.00 per hour.**

5. When are EEF term dates?

- Child is born between 1st January to 31st March entitlements begins April [Summer term]
- Child born between 1st of April to 31st August entitlement begins September [autumn term]
- Child born between 1st of September two 31st December entitlement begins January [Spring term]

6. Is the lunch included in the fees?

- No – however drinks, fruit and snacks are included in the quoted prices.
- Nursery dinners are available separately to children who stay until 1 PM and are priced at £2:20 per meal, (NOTE this is subject to change based on the prices charged by our catering service).
- You are of course able to provide a packed lunch for your child should you wish.
- The children will eat their lunch in the school dinner hall with the Reception and Key Stage 1 pupils unless specified.

7. Starting Little St Mary's Nursery

Prior to each child starting nursery, parents/carers must complete a New Child Form and a Parent Partnership Agreement. These forms provide the nursery with personal details relating to the child. Parents must provide Photo ID of themselves and show the Nursery manager you child's **original** Passport or Birth Certificate.