



St Paul's Catholic Primary School

Early Years Foundation Stage

Nursery and Foundation 1

Admission and Charging Policy

Review Date September 2024

INCLUSION

St Paul's Catholic Primary School Nursery and Foundation 1 aims to provide a welcoming and nurturing environment valuing diversity, promoting equal opportunity and with an ethos of inclusion. The school is committed to offering an inclusive curriculum to ensure children reach their potential whatever their needs and abilities.

ENTITLEMENT TO NURSERY PROVISION AND FOUNDATION 1 EDUCATION

St Paul's offers 24 places in the nursery (Two Year Olds) across 5 mornings and afternoons for children who are eligible for 15 hours of funded time. If parents don't meet the criteria for funding they can book sessions at £20 per session.

26 places are on offer in our Foundation 1 class (3 and 4 year olds) 15 hours of which is funded by the government for all F1 pupils. Some pupils will be eligible for 30 hours funded time. Again, extra sessions can be purchased for £20 per session subject to availability.

ST PAUL'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY

The responsibility for determining the admissions for Nursery and Foundation 1 age children lies with the Governing Body of St Paul's Catholic Primary School. There are up to 24 places available in the nursery and 26 places in F1. An ongoing Government incentive aims to provide children from working families with 30 hours funding for F1 provision. Where a funded full time place is not available, parents/carers will have the option to buy extra sessions subject to availability.

ADMISSION CRITERIA

The Governors use the following criteria when prioritising applications. They are in line with the school admissions criteria.

1. Looked after and previously looked after children
2. Catholic children who are resident in the parish of St Paul's
3. Other Catholic children
4. Any other children

Please note that the following do not influence the chances of you getting a place for your child

- The length of time your child's name has been registered on our waiting list
- The length of time you have lived in the local area

APPLYING FOR A PLACE IN NURSERY AND FOUNDATION 1

Parents can register a note of interest for their child to attend the Nursery and Foundation 1 by contacting the School Office and completing the relevant application forms and funding documents.

Parents need to provide a copy of their child's birth certificate prior to their child's start date. Children will be unable to start their sessions until we have received a copy of the birth certificate and process all application documents.

Places will be allocated according to the above admissions criteria.

A place in the Foundation 1 class does not guarantee a place in the Foundation 2 class. The whole procedure has to be applied again to all the names on the waiting list for Foundation 2 places. The co-ordination of admission arrangements to Foundation 2 is undertaken by the Local Authority.

SETTLING IN AND STAGGERED ENTRY

Initially, children will be invited to a series of settling in sessions. When both staff and parents/carers feel the child is ready the sessions will be increased to their contracted hours thereafter. In the case of nursery children moving up to F1 a transition programme will be put in place between the two settings so that the child is supported during this transition. In the rare occasion that children take more time to settle a extended transition plan will be put into place to meet the individual's needs.

NURSERY SESSIONS

Morning session – 9.00 – 12.00

Afternoon session – 12.00 – 3.00

FOUNDATION 1 SESSIONS

Morning sessions – 8.45 – 11.45

Afternoon sessions – 12.15 – 3.15

F1 Full day sessions – 8.45 – 3.15 Monday to Thursday. 8.45 – 1.00 Friday

2 YEAR FUNDING

Currently, some children will be eligible for 2 year old funding and entitled to 15 hours of funded time. From April 2024, working parents of two year olds will also be able to access 15 hours of free childcare.

To see if you are eligible for the funding go to www.wirral.gov.uk

ENTITLEMENT TO TOP UP TO A FULL TIME PLACE AND CHARGES IN F1

All children are entitled to 15 hours government funded time; this is available within our core sessions (mornings or afternoons)

30 HOURS FUNDING

Some children may be eligible for 30 hours of government funded time. This will be available within our full day sessions.

Eligibility for the free entitlement for 30 hours will include households where both parents are working OR one parent is working in lone parent families. Visit www.wirral.gov.uk for more information.

If you do not qualify for extra funding, additional sessions are offered at a rate of £20 per session subject to availability. The charge for extra sessions will be reviewed annually.

A half terms notice is required for parents both to reserve and cancel extra sessions in nursery and in F1. St Paul's Catholic Primary School reserves the right to charge for reserved sessions even if the child does not attend, including no- attendance due to sickness.

All additional sessions must be paid for through Parent Pay by 12 noon on the Friday before the week when the session is due to take place otherwise the child will not be able to attend the extra session the following week.

PAYMENT METHODS

All extra sessions must be paid for through Parent Pay. If a child is absent, refunds or reductions are not available. We do not charge for sessions which would take place on a Bank Holiday but would not be able to offer your child another session in that week.

MONITORING REVIEW

This policy will be reviewed at the beginning of each academic year.