



Gresham Village School and Nursery
Cromer Road
Gresham
Norfolk
NR11 8RF

t: 01263 577349
e: office@greshamvillage.co.uk
headteacher: Marc Goodliffe

Preparation for life's journey

Nursery Admissions and Charging Policy

Policy created by: Marc Goodliffe, Autumn 2020
Review: Autumn 2023

Nursery Opening/Session Times:

	Mon	Tue	Wed	Thu	Fri
Morning Session	9.00am– 12.00pm	9.00am– 12.00pm	9.00am– 12.00pm	9.00am– 12.00pm	9.00am– 12.00pm
Afternoon Session	12.00pm– 3.00pm	12.00pm– 3.00pm	12.00pm– 3.00pm	12.00pm– 3.00pm	12.00pm– 3.00pm

Pricing

Morning Session £12.00
Afternoon Session £12.00

Admissions

Pupils are admitted to the nursery class in the term following their third birthday without reference to ability or aptitude. As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm that they have reached the age for the free entitlement. A copy of the documentation will not be retained but may be requested at a later date.

Parents may opt to send children to nursery from their child's third birthday and either pay for the additional sessions or have funded places if they qualify for two-year old funding. Parents may pay for additional sessions beyond their funded 15 or 30 hours. Admission to the Nursery will not guarantee a place in the Reception class.

Early Education is offered within the national parameters. Sessions are three hours long, but there is no obligation to attend for a full session and this does not affect the funded hours. Sessions are between 8.45 am to 12.00 pm and 12.00 pm to 3.05 pm, although there is an option to attend from 7.50 am to 5.00 pm using our Grasshoppers Club (the Before & After-School Club). However, children may not attend more than two sites in a single day.

Grasshoppers Club is charged as follows:-

Breakfast Club (7.50 - 8.50 am)	£4.00
After School Club until 4.00 pm	£4.00
After School Club until 5.00 pm	£10.00
After School Club until 5.15 pm	£12.00

Early Education is offered to families during school term time only. We work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Over Subscription

Where applications exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit: -

1. Children living in the local parishes of Gresham, Aylmerton, East Beckham, Bessingham, Sustead, Metton and Felbrigg.
2. Children from other parishes with brothers and sisters already attending the school.
3. Where there are medical or other grounds for admitting the child.
4. Children from other parishes (on a first come basis established by reference to the receipt of application forms.)

Charging

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Additional sessions will be charged at the current session rate of £12.00 per session (3 hours) where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Charges

There are no charges for the following –

- Deposit to secure a place
- Retainer Fee
- Registration Fee
- Snacks or Consumables

Families are able to supply their own meals and snacks if they wish. If you would like your child to have a hot lunch cooked on site this is charged at £2.30.

Payment

You will be invoiced, via ParentMail, at the end of each month and can pay via ParentMail or through the school office. Please ensure you clear your balance before you get the next month's invoice. **Late payments will result in a £10.00 administration charge.** We will provide you with a statement at any time upon request.

Parents will be invoiced for additional charges through our Parent Mail service.

Inclusion

Please refer to our SEND Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

This Nursery Admission and Charging Policy is issued to all families as part of the registration process. It is also available on our website.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our website.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Headteacher.