



Scholes (Elmet) Primary  
St James' CE Primary

## Nursery admission, fees and other terms and conditions

**Date:** reviewed regularly; see date in document label for most recent update

Sphere Federation is a group of three schools in Leeds local authority. Two of the schools have a local authority nursery.

The Early Years provision is judged to be outstanding by Ofsted (May 2024 for Scholes (Elmet) Primary; January 2025 for St James' CE Primary).

If you're entitled to funding, you can use your Early Years Entitlement (EYE) of 15 hours a week for your child, or 30 hours funding for some working families.

Because Nursery is part of school, all other school policies for apply to Nursery.



### Admissions

Application for a place in Nursery needs to be made by completing an application form which is available from the School Office or Nursery.

### Eligibility

We admit children from the term after their third birthday.

Children are eligible for the Early Years Entitlement (15 hours per week) the term after their third birthday. For example, if your child is three in October, you can claim funding after the Christmas holiday.

Some parents may be entitled to 30 hours of free funding for children who are three from the term after their third birthday. Visit [The Best Start in Life website](#) to see if you are eligible. **See below for more details.**

Each application is considered for a place as detailed below.

### Allocation of places

Where there are fewer applicants than places available, all applicants are offered a place.

Where there are more applicants than places available, we offer places in the following order of priority:

1. children with older brothers or sisters who are at St James' CE Primary School at the start of the school year and are living at the same address
2. date of birth (starting with eldest first)
3. children living nearest to the school, using the shortest distance identified on Google Maps
4. those parents who will be claiming at least the full 15 hours free entitlement

If Nursery is full, we put in place a waiting list.

Parent preferences for sessions are taken into consideration. However, it is not always possible to meet these preferences.

Acceptance of a place is made in writing detailing a start date and an introductory Stay and Play session date.

If a child fails to attend within five days of their start date and no reason is given then the offer of a place may be withdrawn and the place allocated to another child.

Before a confirmed start date is given, you need to carry out the following steps:

- complete the admission and health form
- read and sign the fees policy
- provide a copy of your child's birth certificate/passport or EU ID card
- complete and sign the parent declaration form
- complete and sign the parent contract/hours form
- provide confirmation of funding for 30 hours (if applicable)

### Allocated hours and sessions

Nursery session times are:

Morning: Monday to Friday, 9.00am to 12.00pm (3 hours)

Full day: Monday to Friday, 9.00am to 3.00pm (6 hours)

You have the option for your child to bring a packed lunch or you can pay for a cooked school meal.

For **Scholes (Elmet) Primary Nursery**,

there are **four** core options for Nursery sessions, and an option to buy extra hours:

|   | Options                                                                                                                                                               | Timings                                                                                                                       | Additional services charge                                                                                                |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Mornings</b>                                                                                                                                                       | Monday to Friday,<br>9.00am to 12.00am                                                                                        | <b>Free</b>                                                                                                               |
| 2 | <b>Beginning of week</b>                                                                                                                                              | Monday, 9.00am to 3.00pm<br>Tuesday, 9.00am to 3.00pm<br>Wednesday, 9.00am to 12.00am                                         | <b>Free (packed lunch required)</b><br>If children require a hot meal, there is an additional charge.                     |
| 3 | <b>End of week</b>                                                                                                                                                    | Wednesday, 1.00pm to 3.00pm<br>Thursday, 9.00am to 3.00pm<br>Friday, 9.00am to 3.00pm                                         | <b>Free (packed lunch required)</b><br>If children require a hot meal, there is an additional charge.                     |
| 4 | <b>30 hour offer</b>                                                                                                                                                  | Monday to Friday,<br>9.00am to 3.00pm                                                                                         | <b>Free – with 30-hour code (packed lunch required).</b><br>If children require a hot meal, there is an additional charge |
|   | <b>Purchasing extra hours (3-hour minimum session)</b><br>For parents/carers who are not entitled to 30 hours funded provision but wish to access more than 15 hours. | Places are <b>limited</b> and <b>may not be available every term.</b><br>Individual requirements can be discussed with staff. | <b>£6.00 per hour</b>                                                                                                     |

For **St James' CE Primary Nursery**,

there are **three** core options for Nursery sessions, and an option to buy extra hours:

|   | Options                                                                                                                                                               | Timings                                                                                                                       | Additional services charge                                                                                                |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Mornings</b>                                                                                                                                                       | Monday to Friday,<br>9.00am to 12.00am                                                                                        | <b>Free</b>                                                                                                               |
| 2 | <b>Beginning of week</b>                                                                                                                                              | Monday, 9.00am to 3.00pm<br>Tuesday, 9.00am to 3.00pm<br>Wednesday, 9.00am to 12.00am                                         | <b>Free (packed lunch required)</b><br>If children require a hot meal, there is an additional charge.                     |
| 3 | <b>30 hour offer</b>                                                                                                                                                  | Monday to Friday,<br>9.00am to 3.00pm                                                                                         | <b>Free – with 30-hour code (packed lunch required).</b><br>If children require a hot meal, there is an additional charge |
|   | <b>Purchasing extra hours (3-hour minimum session)</b><br>For parents/carers who are not entitled to 30 hours funded provision but wish to access more than 15 hours. | Places are <b>limited</b> and <b>may not be available every term.</b><br>Individual requirements can be discussed with staff. | <b>£6.00 per hour</b>                                                                                                     |

We'll ask you for preferences for sessions before your child starts. These will be allocated on a first come, first served basis so we encourage a prompt reply.

### Settling in

We'll arrange a home visit and a Stay and Play session for your child prior to their start date. If you're unable to attend the date given for a home visit - we will visit your child's nursery instead.

We'll also arrange a gradual transition/settling in period. We'll claim funding after your child has attended their Stay and Play session.

### Early Years Entitlement Funding

Early Years Entitlement funding (EYE) for three and four year olds is available from the term after your child's third birthday.

Your child is entitled to 15 free hours per week for 38 weeks under the Early Years Entitlement funding. Once these hours have been used, any additional hours will be chargeable unless you are entitled to 30 hours funding.

### 30 hours entitlement for working parents

Parents who earn around £120 per week (equivalent to 16 hours at minimum wage) or more, may be entitled to claim an additional 15 hours of funded childcare. Check [The Best Start in Life website](#) to see whether you qualify for these additional hours or speak to the School Office.

If approved, you'll be given a 30 hours code. Please bring this to the School Office along with your National Insurance number. You'll need to complete a consent form so that a validation check can be completed. If successful, your child will be allocated a 30 hours place (provided one is available) and you'll be advised of the expiry date of the 30 hours funding.

It is your responsibility to inform us if you're no longer entitled to 30 hours (for example, if you stop working or reduce your hours). You will then enter a grace period. At the end of this, your child will no longer be able to take up more than their 15 hours of basic entitlement or you will be required to pay for additional hours.

Please note that it is parents' responsibility to renew the 30 hours funding online before the expiry date. Once renewed, you must advise the School Office so that a revalidation check can be completed before the expiry date. Failure to do so will mean that either your child's entitlement to a funded place is reduced to 15 hours per week or you will be charged for the additional hours.

### Additional hours

Additional hours are available through the school offer (see table above). The cost per hour is £6.00.

Invoices are sent on a half-termly basis in advance and must be paid by the date stated on the invoice. Payment is to be made by credit/debit card on the school app.

Other than the hours your child is entitled to for free must be paid for. This is the case whatever the reason (illness, holiday etc) as Nursery is keeping his/her place open.

### Late or non-payment of fees

Fees will be charged from the start date provided by Nursery.

Payments should be made within the current half term. If payment is outstanding at the end of the half term, provision will be reduced to the universal offer of 15 hours from the start of the new term, and the debt will be referred to the Leeds City Council Debt Recovery Team.

If you're encountering problems with payments, please talk to the Nursery teacher or the School Office as soon as possible. All information will remain confidential.

### Working Tax Credit

If you receive the childcare element of working tax credit, you may be able to get help towards the cost of childcare. For further details contact the Tax Credits Helpline on 0845 300 3900 or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

If you wish to claim for help towards childcare costs, you may be asked to provide evidence to the HMRC. It is therefore essential that you retain your invoices/receipts for the Nursery fees you pay. If you require duplicates an administration fee may be charged.

### Change of circumstances

We require at least four weeks' notice to process changes to your hours. Please ask in Nursery. If there is availability, a confirmation letter will be given to you confirming the start date of the amended hours and any charges.

In case of continuing illness, please consult the Nursery teacher as soon as possible. They will then consult the Head of School and charges will be at their discretion.

### **Bank holidays and other days when Nursery is closed**

We will claim for bank holidays as part of the Early Years Entitlement hours.

We will not claim for school training days as these are outside the 38 weeks of the year.

In the event of Nursery having to close due to an emergency (such as extreme weather), we will claim for the EYE hours that you would normally have attended and we will refund any extra hour fees that have been paid on your next half-termly invoice.

### **Equal opportunities**

We aim to provide a safe and caring environment, free from discrimination, for everyone in our community.

We make every effort to accommodate and welcome everyone, including children with additional needs. We will work with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children, whilst working within the Nursery limitations, making reasonable adjustments. The decision on whether an adjustment is reasonable considers several factors:

- effectiveness: how well the adjustment removes the substantial disadvantage for the individual pupil
- practicality: whether the adjustment is feasible to implement
- cost: the financial impact of making the change
- resources: the size and resources of the organisation, including the availability of financial or other assistance
- considerations around proportionality and the impact the adjustments are likely to have on other pupils

Each case will be considered individually and risk-assessed to ensure everyone's safety. In rare circumstances, we may not be able to make enough adjustments to meet some specific needs.

### **Termination of the contract**

Four weeks' written notice must be given to terminate a child's place. If we don't receive written notice, four weeks of fees will be charged and we will claim four weeks of EYE funding at 15 hours per week.

We reserve the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure. At all other times, one month's notice in writing will be given.

If your child has been absent from Nursery for more than four weeks, we'll no longer be able to claim funding for your child's place and we'll therefore terminate their place. It will be allocated to another child from the waiting list.

In the event that your child has a long-term illness that prevents them from attending Nursery, it is essential that we're kept fully informed (typically on a weekly basis) in order to prevent their place from being terminated.

### **Late collection of your child**

Please make sure you pick your child up at the end of each session on time. This is to support your child's wellbeing, as well as support staffing arrangements.

There is a late payment fee of £8 for every full or part period of 10 minutes you are late. For example, if your child is due to be collected at 12.00 noon and you collect your child at 12.14pm, the charge would be £16.

### **Suspension**

In the event of your child being excluded, we will still claim the normal 15 hours per week and fees will still be payable for the time of the exclusion as your child will be holding a place.

### **Attendance at another setting**

When completing the Nursery admission form, it is essential that you advise us if your child attends another nursery, playgroup or childminder.

### Parent / carer declaration

|                                                                                          |  |                           |  |
|------------------------------------------------------------------------------------------|--|---------------------------|--|
| <b>Child's name:</b>                                                                     |  |                           |  |
| <b>I confirm that I understand and agree to the conditions set out in this document.</b> |  |                           |  |
| <b>Parent / carer with legal responsibility</b>                                          |  | <b>Childcare provider</b> |  |
| Signed                                                                                   |  | Signed                    |  |
| Print name                                                                               |  | Print name                |  |
| Date                                                                                     |  | Date                      |  |