



# FALCONHURST SCHOOL

## Nursery

For children aged 3 - 4 years

### Operating Policy, Terms and Conditions



## Family Information:

### SESSION TIMES:

**Standard 15 hour offer:**

8.40am – 11.40am, or  
12.10pm – 3.10pm

**Extended Full Time Offer including lunch activity session:**

8.40am – 3.10pm (Monday to Friday)

Children must attend for a minimum of 63% of the agreed free entitlement hours for the term; failure to do this may result in your child's place being reviewed under the guidance of the Local Authority.

Parents are asked to indicate their preferred times of attendance in line with the options offered; however allocation will be at the school's discretion in order to minimize vacant sessions whilst maximising the number of children accessing their free entitlements of 15 or 30 hours.

### COST:

**£5.50 per hour** in excess of the universal 15hour Government grant. (To be reviewed annually)

### FOOD:

Fruit and drink will be offered to all children unless specific request is made by the family not to (E.G. religious observance or food allergy).

Lunch is **not** provided as part of the flexible or extended offer.

All children staying over lunchtime will need to bring a packed lunch or order from the school meal provider. Universal Infant Free School Meal does not apply to Nursery children.

### UNIFORM

All children enrolled in the Nursery wear the Falconhurst School uniform, details of which are included in the pack. Wearing their uniform means that they are recognised as part of the wider school community, easily recognised if out on a school trip and are dressed ready for learning.

### BOOKINGS:

Places are booked in advance and are **guaranteed until you request a change with 4 weeks' notice and we have agreed in writing.**

**All** new bookings for each intake window must be received no later than the following deadlines:

**Autumn Term Start** – Deadline of June 1<sup>st</sup>

**Spring Term Start** - Deadline of November 1<sup>st</sup>

## **Summer Term Start – Deadline of March 1<sup>st</sup>**

### **ALLOCATION:**

Once places are allocated for Standard or Flexible hour children, they cannot be swapped part way through the year unless there are **exceptional** circumstances.

Places for children of working families seeking 30 hours via the government scheme will only have their place for the term allocated and confirmed upon receipt of a valid eligibility code.

Eligibility remains the responsibility of the parents once the child is admitted as this needs to be checked and re-validated every three months. A child does **not** have an automatic place for 30 hours in the term following their current eligibility window.

Spaces are allocated up to a capacity of 26 based on the following criteria:

1. Spaces available at the time of termly school intake (September, January and May)
2. Children whose siblings attend the primary school at the time of application
3. All other children.

Where there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria only.

Oversubscription criteria is as follows:

1. **Children with an EHCP** which names Falconhurst as the specific provider
2. **Children in Public Care (Looked After Children)** who:
  - a. Are looked after at the time an application for a Nursery is made, or
  - b. Will be looked after at the time when a child is admitted into Nursery
2. **Previously looked after children** who:
  - a. Left care under a residence 1 or special guardianship order, or
  - b. Were adopted from care
3. **Date of application and confirmed eligibility code/fee**
  - a. Families applying for 15 hours in advance of their third birthday will be placed on the waiting list and the date of their application recorded.
  - b. Families applying for 30 hours in advance of their eligibility will be placed on the waiting list and the date of their application and eligibility coding recorded.
4. **Distance from school** in a straight line from door to door.

Late applications will be considered and a place offered for the term after the child's 3<sup>rd</sup> birthday or with immediate effect for a child who is already aged 3 or 4 if space is available. In the event of no space being available, the child's name will be placed on a waiting list which will be held until the end of each current academic year only.

The school will seek to accommodate children's additional needs through close partnership working with their families, the Local Authority partner

agencies and external agencies. Reasonable adjustments will also be explored in anticipation of them being agreed between the school and home.

**FEE PAYMENT:** Extended Offer charges are **payable in advance** either at the start of each week, monthly or each half term. No payments are required for children attending on a Standard Offer of 15 hours per week or in receipt of a 30 hour code.

Families can pay with Childcare vouchers using the school OFSTED registration number of 110355

Absence will be charged irrespective of reason as you are paying for your child's allocated place within the Nursery.

All arrears will be requested after 1 week of late payment. Should fees remain outstanding after a reminder then a final request will be issued stating that non-payment within 7 calendar days will result in their child's hours in excess of the universal 15 hour offer being withdrawn.

**ENQUIRIES & BOOKINGS:** **Booking enquires and applications:**  
Main School office on **01908 679354**  
**Finance enquiries:**  
School Finance Assistant on **01908 679354**

## **Detailed Terms & Conditions**

### **ADMISSIONS TERMS:**

1. Falconhurst Nursery is open to all children from the term after their third birthday.
2. It is not exclusive to children in the identified catchment area or with siblings in Falconhurst School.
3. Registration at Falconhurst Nursery does not provide automatic inclusion in the Reception class intake for the following academic year and parents must still make an application to the Local Authority in accordance with their guidance.
4. All staff caring for children registered for Falconhurst Nursery and their families will abide by the policies and expectations which govern Falconhurst School. This includes, but is not limited to, Safeguarding, Child Protection, Single Equality and SENDS Inclusion.
5. All children registered for Falconhurst Nursery and their families must abide by the policies and expectations which govern Falconhurst School.
6. The governors at Falconhurst School reserve the right to withdraw extended registration contracts where the conduct of a child demonstrates repeated breaches of the behaviour policy and they pose a health and safety risk to themselves or anyone in the school building.

7. Unless it is requested, agreed or optional as part of an activity, children must not bring toys, games, or valuable items onto the site. We will not accept responsibility for any such items.
8. All information given to staff will remain confidential.
9. It is the responsibility of the family to notify the school of any alterations to contact details or pupil information.

#### **BOOKINGS:**

1. Bookings must be made in advance using the application form from the school office.
2. Registration can only begin once a family are in receipt of a written confirmed offer of registration.
3. The written confirmation of registration guarantees a child's place at Falconhurst Nursery until parents/guardians provide 4 weeks' notice in writing that they wish to cancel or amend the booked sessions. Fees are still payable in the event of any failure to comply with these requirements.
4. Accounts for hours in excess of the standard 15 hours covered by a government voucher are settled in advance on a weekly, monthly or half termly basis.
5. Payment not received within a week of receiving a reminder for outstanding fees, will result in the child's registration for hours beyond the standard 15 hour offer being withdrawn.
6. The governors retain the right to refuse extended offer applications from families who have previously failed to pay their child's fees.
7. Childcare Voucher Scheme payments can be established with providers using our OFSTED number (110355).
8. Cheques are payable to 'Falconhurst School' and require a guarantee card for validation purposes. The preferred method of payment is a direct transfer to the school's bank account; details are available from the School Office.

#### **ABSENCES:**

1. All absences must be reported to the school office by the parent from the first session of absence, or in advance in the case of term time leave.
2. Unexplained absence of a child on an extended offer which extends beyond the time paid for will result in further communication with the child's parents and additional hours potentially being withdrawn.
3. There are no refunds or credits given due to absences unless it is the result of an unavoidable and unscheduled school closure day.
4. Children who attend for a reduced session as a result of an external appointment, E.G. medical or dental, will still be charged at the full rate as the fee covers the child's place rather than their attendance.

#### **SELF CARE and MEDICATION:**

1. We actively encourage parents to ensure that their child is able to care for themselves at an age appropriate degree of competency. Ideally children should be able to visit the toilet in a timely fashion, self-clean intimate areas and wash hands independently.
2. Where independent self-care is unfeasible for a child we will act in accordance with the school's intimate care policy.
3. Provision will be made within the Nursery setting for children on extended offer hours to rest or 'nap' if required during the afternoon. This will be done in consultation with the family and communicated via a home school link book or Class Dojo.

4. Medication may be administered to a child in accordance with the school's First Aid policy. It is the responsibility of the family to notify school of any allergies, medical needs or special arrangements relating to their child.
5. Paracetamol or brufen based medicines (Calpol, Nurofen etc...) will not be administered on behalf of families unless it has been prescribed by a GP on a four times a day dosage for a child spending a whole day in Nursery.

**LATE COLLECTION:**

1. All children must be collected on time at the end of each session. Any parent of a child who is not collected on time will be contacted immediately so that collection arrangements can be made.
2. In the event of a child not being collected at the end of the school day, parents will be contacted immediately. Where contact has not been made by 4pm Children's Social Care will be notified as a safeguarding measure.
3. If a parent of a child on a standard hours contract is delayed to a lengthy degree in collecting their child at the end of the morning session, the school may provide lunch and afternoon learning care (subject to availability). In the event of lunch or afternoon learning care being provided the hourly fee of £5.50 will be applied to the parents' account.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Re-Approved: September 2024

Review Date: July 2025