Bishop Monkton Church of England School
Nursery Admission and Charging Policy
2025-2026 Academic Year

Bishop Monkton C of E Primary School and Nursery caters for 2, 3 & 4 year olds. Eligible children can access up to 15 or 30 hours free care and education each week term time only for 38 weeks. This entitlement can be taken flexibly in various combinations of full and part days, depending on places available.

For those parents that require it, additional sessions above the 15 or 30 hours may be available. Before and after school care should parents require can be offered through the school provision Quackers. This needs booking in advance and like the additional hours needs to be paid for.

Delivery for the Flexible Entitlement
Parents take their 15 or 30 hours as 5 or 10 sessions which can be a mixture of full and part days subject to availability. The sessions the school offers are:

Morning Session	9.00am – 12noon
Afternoon Session	12 noon – 3.00pm
Full days	9.00am – 3pm

Children can also have a school dinner.

Additional Hours – Sessions
Sometimes the option of extending the 15 or 30 hours free entitlement is needed. Parents are required to pre book and pay for additional provision which could be sessions or full days. This would enable continuity of education within the setting avoiding the need for children to be collected and taken to another provider.

Conditions of Offering Additional Hours
Schools may charge for additional activities and services provided they have followed the following guidance.

- The governing body has approved and published a charging policy.
- Staffing / pupil ratios and EYFS requirements for maintained nursery classes must be maintained.
- The school will maintain its 3 term intake for the Nursery with pupils being admitted after their 2nd Birthday. Hours offered will be reviewed on a termly basis whenever possible.
- Charges must be sufficient to cover the cost of delivering the service; any profits must be re-invested in the school or in the service.
- Payments can be made weekly, monthly or termly in advance using ParentPay and / or Childcare vouchers.
- A separate budget will be set showing income / expense
- Payment for lunches is in line with current LA costs.
- Parents are requested to keep upto date with payments. If money is owed for more than 2 weeks and a reminder has been sent we reserve the right to withdraw additional services.

Charging
The governing body of Bishop Monkton C of E Primary School has agreed the following charges will apply from September 2025 – August 2026

Nursery

Additional 3 hour session	£17.25
Hot Lunch	£ 2.50
3.00pm – 3.30pm	£ 2.90

Quackers Extended Schools

Morning Session

7.45am – 8.55am	£5.65 (including Breakfast)
8.20am – 8.55am	£2.90 (without breakfast)

Afternoon Session

3.30pm – 4.30pm	£5.25 (including snack)
3.30pm – 5.45pm	£9.90 (including snack)

Invoicing and Payment Procedures
An invoice for the additional sessions will be sent to parents half termly in advance. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Headteacher in writing upon receipt of invoice. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below) and non payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

Non Attendance or Cancellation
There will be no refunds (full or part) for non attendance of chargeable sessions. Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher. Note: late payment may incur additional charges.

Important Note:
Any sums payable by parents for optional extras such as unpaid nursery fees, extended school provision etc to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

Late Payment Charges:
Charges will be levied at the higher of **£5.00 or 5%** (change as necessary) of the outstanding debt, to cover associated administration costs.

Applying for a place in the nursery
The responsibility for determining the admission for nursery age children has been delegated to Governing Body of the School by NYC. The Governing Body has delegated this responsibility to the Headteacher and School Administrator.

Parents can register a note of interest for their child to attend the Nursery by contacting the School Office. Being placed on the note of interest list does not guarantee a place in the nursery. Places will be allocated using the Bishop Monkton C of E Nursery admission criteria.

The admissions will be ranked according to the Bishop Monkton C of E Nursery Admissions Criteria listed below and not according to when the application was made. The offer of sessions will be made to meet parental need according to this ranking. This will include offering successful applicants 15 hours free entitlement and if applicable 15 hours extended entitlement. The deadline for Autumn term applications is the day before the Easter Holidays (see school website). Applications received after the deadline will not be considered unless there are places available and the normal admission criteria will be followed.
Once a child has a place allocated, their sessions are theirs until they leave. However sessions that have been allocated but not used on a regular basis (other than sickness/family holiday) can be reallocated to another child at the discretion of the Governing Body.

All governing bodies are required to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.

Order of Priority	Notes
First Priority Children and young people in Public Care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.	*This applies to all looked after children, including those who are in the care of another local authority.* *In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.*
Second Priority Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.	*Note: we will only consider applications in this category, if they are supported by recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason (s) why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school.*
Third Priority Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.	*Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.*
Fourth Priority Children within the normal area of the school, giving priority to the oldest children first.	
Fifth Priority Children from outside the school's normal area, giving priority to those whose home is nearest to school first.	

Date 12th May 2025 Review date May 2026