



Ashlands Primary School Nursery Terms and Conditions.

"Where every child has the right to shine"

1. About our nursery.

Ashlands Nursery provides a stepping stone to help children make the transition to school. Children are able to join at the beginning of the term after their third birthday.

Our nursery opening hours are 9.00am until 3.30pm and nursery children can attend Saplings Before and After School Club should longer childcare hours be required.

Ashlands has an Early Years Holiday Club that is open to nursery, reception and Year 1 age children allowing parents to access 48 weeks childcare. The four weeks that we are shut are set in September for the academic year, normally a week at Christmas, a week at Easter and two weeks in the summer.

Contact details and webpage links for Nursery, Saplings and the Early Years Holiday Club can be found at in Section 11 of this document.

Nursery sessions options are as follows:

Morning session	9.00am to 12.00pm	3 hours
Afternoon session	12.30pm to 3.30pm	3 hours
All day	9.00am – 3.30pm	6.5 hours

We recommend that children attend a minimum of 3 sessions per week, as we feel that this is the minimum number of sessions needed for children to settle with us and establish a routine. However, in our experience children who attend 5 sessions or more, quickly adapt to the routines and boundaries and are more confident with their peers. Children who attend on a regular basis make consistent friendships, which in turn increases their self-esteem and supports their independence.

2. Admissions to nursery

Children can start in our nursery the term after their third birthday. A Waiting List Application form can be found on the school website [Nursery - Ashlands Primary School](#).

It is possible for children to start in nursery during the term, provided they are three years old. However, if the Funded Hours have not been allocated to Ashlands at this point it would be a fully paid for place. Please contact the office for further details.

Letters will be sent out, at the beginning of the half term prior to entry, to parents who have filled in a Nursery Waiting List Application Form. For September intake this letter will also be sent to parents whose children who are in nursery already and will be staying on in the September (in case they want to amend their sessions).

The letter / email will contain:

- Session availability and charging information.
- A Preferred Sessions Form.
- A closing date for all applications.
- Parents of children already in nursery and staying-on will also be sent a letter stating the sessions that they currently attend and asking them to confirm whether they wish to continue or vary these sessions.

Completed forms should be returned to the school office, by hand, post or email, and marked **Nursery Application Form.**

Please note that by completing and returning this form you are NOT guaranteed these sessions.

Once the closing date has passed places will be allocated as per the Admissions Policy in Section 3. The school office will contact successful applications.

The following information will be sent by email:

- Confirmation of the sessions your child has been allocated.
- A Funded Hours Agreement Form that you are required to complete and return.
- A School Admission Form that you are required to complete and return.
- A nursery place acceptance form that you are required to sign and return
- An Invoice / Funding Statement for hours requested.
- An invitation to settling in sessions for you and your child

If we are unable to accommodate your request, we will contact you to discuss other options or availability.

The Funded Hours Agreement Form and Acceptance Form must be completed and returned to the school office to secure your nursery place.

All parents are required to complete a Funded Hours Agreement stating where funding is being taken and details of 30-hours eligibility. You should supply your 30-hours eligibility code details even if you are taking these hours with another provider.

3. Allocation of Places.

- 3.1 In the event of oversubscription, places within Ashlands nursery are allocated following the schools Admission Policy which can be found here [Policies - Ashlands Primary School](#)

Ashlands follow the criteria set out by Bradford Council who then manage and administer the process and any subsequent appeals which can be found here [Admission arrangements | Bradford Council](#)

- 3.2 The offer of a place at Ashlands Nursery does not guarantee a child a place in the reception class at Ashlands Primary School. A fresh application will be required in accordance with the criteria for admissions to reception class.
- 3.3 Children who already attend Ashlands Nursery and who will stay on in the following September will be guaranteed the sessions that they currently attend and they will be required to submit a fresh application for any extra sessions / changes.

4. Requests for changes to nursery sessions.

Any requests for changes to nursery sessions should be put in writing or by email to the school office. If we have space to accommodate the change then this will happen from the beginning of the next half term.

Changes are permitted within the term; however, we reserve the right to charge an admin fee. One month's written notice is required for the removal of a child from nursery or for a change in nursery hours. Where no notice is given, **one month's fees will be charged.**

Sessions cannot be 'swapped' within the week as the session is allocated to the child and cannot be re-allocated to another, and because staff ratios are set for the number of children expected to attend.

Attendance of nursery age children is non-compulsory. Refunds will not be given should you choose not to send your child to their booked for sessions.

4. Nursery Funding Information

All children are eligible for 15 free statutory hours, from the beginning of the term after their third birthday. Some children are eligible for an additional 15 hours, known as 30 hours entitlement.

In some instances, children are able to start nursery before they qualify for 15 hours free childcare. This is at the discretion of the school and is normally only permitted when the child is born just after the cut-off date. The child must be age 3, as school are not insured for children under this age, and in this instance, you will be charged for all hours taken until they are eligible for funding.

Nursery fees are reviewed annually. Please contact the school office for further information or see our website.

Cut off dates for eligibility and free early years education provision are:

Autumn Term: your child must have turned 3 on or before 31st August.

Spring Term: your child must have turned 3 on or before 31st December.

Summer Term: your child must have turned 3 on or before 31st March.

Allocation of Nursery Funding

- Parents can use their funding across nursery, including the ½ hour lunch care, the Early Years Holiday Club and Saplings.
- When a child joins Ashlands Primary School the parent is required to complete a Funded Hours Agreement Form which details how they wish to allocate their child's statutory and extended hours. This information is returned to Bradford on a termly basis via the School Census and determines how much funding the school receives.
- If a parent wishes to make any changes to how they wish to allocate their hours a new Funded Hours Agreement Form must be completed and returned to the school office. Changes will be active from the beginning of the following term.

How funding will be allocated.

- Funding will initially be allocated against 3-hour nursery sessions.
- Any remaining hours can be used for lunch care, Saplings Before and After school Club and Early Years Holiday Club.
- Hours allocated to Saplings Before and After School Club and Early Years Holiday Club are allocated using the government funded rate, which is set nationally each year.
- Where a child's full allocation of funded hours is not used for nursery care then the school office will speak to you to agree how the surplus will be allocated.
- Hours must be taken within the term and cannot be banked and carried over to the next term.

- Parents are able split their funding across more than one provider for childcare provision. This is known as dual registration and should be recorded on the Funded Hours Agreement Form by the parent.
- Parents are able stretch funding over 48 weeks
- Applications for a 30 hours place will not be considered without both a completed Funded Hours Agreement Form and a valid eligibility code.

Further information about 15 / 30 hours funding can be found here:

[Help paying for childcare: 15 hours free childcare for 3 and 4-year-olds - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-paying-for-childcare-15-hours-free-childcare-for-3-and-4-year-olds)

Eligibility checks / parents who fall out of eligibility.

The LA will complete audit checks on the validity of eligibility codes at 6 fixed points in the year, both half-term and at the end of the term across the year. It is the LA's responsibility to notify school where a parent has fallen out of eligibility and to inform them of the grace period.

Where a parent's 30-hour entitlement ends, school will contact the parent to discuss what the parent wishes to do. Once the grace period has ended the parent will no longer be entitled to the free additional 15 hours.

Where the parent is no longer entitled to the additional 15 free hours school reserves the right to reduce the child's hours to the statutory 15 hours. If the parent wishes to retain 30 hours childcare (or any hours over the statutory 15) school reserves the right to put a payment plan in place so that these hours are paid for in advance of the sessions being taken.

5. Fees and payments.

Fees.

Nursery Fees are reviewed annually. Please contact the school office for more information.

- Any hours attended over the 15 / 30 statutory hours per week will incur a fee.
- Sessions are chargeable even if a child is absent through illness, holiday (both authorised and unauthorised) or any other reason. Sessions are allocated to the child and cannot be re-allocated to another and because staff ratios are set for the number of children expected to attend.

All financial matters – bills, invoices, receipts etc are dealt with by the school office, please contact the office if you have any queries regarding these matters.

Invoices.

Invoices / Funding Statements are issued each term. They state:

- The charge for any hours over the 15/30 statutory hours, if applicable
- The number of hours from nursery funding allocated nursery sessions for the term and details of any surplus hours, if applicable, available to use in Early Years Holiday Club / Saplings.

Autumn Term Invoice will be sent in the July of the previous Summer Term. Half payment is due by October ½ term and half by Christmas.

Spring Term Invoice will be sent in November of the previous Autumn Term. Half payment is due by Christmas and half by February ½ term.

Summer Term Invoice will be sent in March of the previous Spring Term. Half payment is due by Easter and half by Spring Bank ½ term.

Payments.

Payment is made via Arbor, the parent communication and payment portal, by childcare vouchers or Government Tax Free Childcare system or by card machine at the school office. We do not accept cash or cheque.

Any outstanding balance must be settled by the end of the term the bill relates to and cannot be carried over to the following term. Failure to settle your bill may result in hours being reduced to the statutory 15 hours.

Please note that the Local Authority checks funding status for all children at set points throughout the school year.

Parents who would like to discuss an alternative payment plan, for example a monthly payment plan, are requested to contact the school office.

6. Early Years Pupil Premium and Free School Meals.

Children in receipt of Early Years Pupil Premium (EYPP) and / or Free School Meals (FSM) will not be charged the ½ hour care cost if they stay for lunch.

This information should be returned on the Funded Hours Agreement Form when your child starts in nursery.

If you need any help applying for this, or any further information, please ask at the school office.

7. Non-payment of Invoices.

If fees are not paid on time, we will write to the parent requesting payment. Where payment is not made, we will contact the parent to arrange a meeting to discuss the payment of the outstanding invoice. At this meeting we will discuss:

- a. Arrangements to be made to pay the outstanding debt in full.
- b. Reduce further debt occurring by reducing meals / sessions. In the case of a parent not paying the care hours / lunch for a 30 hours place school will ask that the child if taken home at the end of the morning session and returned to school for the afternoon session so that no further debt is incurred.
- c. Arrangement of a payment plan i.e. an agreed amount to be paid at set times.
- d. Withdrawal of all sessions until debt is either cleared or to an acceptable level agreed by parents and school.

Where there is no explanation for repeated late payment and/or telephone calls / letters are not responded to Ashlands reserves the right to reduce the child's sessions to the statutory 15 hours / 30 hours. In the event of hours being reduced to the statutory 15 hours the new reduced hours format will be decided by the school based on what they feel is appropriate for the child. In the event of hours being reduced the school reserves the right to offer the remaining hours to other parents who may be on their waiting list.

If parents are having difficulty making a payment and would like to discuss a payment plan, we ask that they contact the school office to arrange a meeting as soon as possible. At this meeting we will endeavour to agree a payment plan that the parent can adhere to that will clear the outstanding debt whilst not accruing further debt.

Withdrawal from Nursery.

Four weeks written notice is required to remove the child from Ashlands Nursery. If written notice has been given any fees paid to school for sessions that fall after the four-week notice period will be refunded to the parent (excluding statutory hours).

8. Complaints procedure for admissions.

In the event of Ashlands Nursery being full and therefore being unable to accommodate a request, parents should contact the Children's Information Link for advice on early years providers and settings in the area.

There are no statutory appeal entitlements for parents / carers refused a nursery place at a school with a nursery class.

Ashlands have adopted the Moorlands Learning Trust Complaints Policy that can be found [here](#)
[Moorlands Learning Trust - Trust Policies](#)

9. Contact Details and Further Information Links

Full details regarding nursery can be found on the nursery page of the school website:

[Nursery - Ashlands Primary School.](#)

Information regarding Saplings Before and After School Club can be found on the Saplings page of the school website:

[Saplings Before & After School Club - Ashlands Primary School.](#)

Information regarding 48 Week Childcare can be found on the Early Years Holiday Club page of school website:

[Early Years Holiday Club for Nursery & Reception - Ashlands Primary School](#)

Any queries should be emailed to office@ashlands.mlt.co.uk alternatively, you can ring the main school number on 01943 609050 and speak to a member of the school office.

Approved by Governors: November 2024

Next Review: May 2026 (and then annually)