



Christopher Rawlins CE Primary School Nursery Procedures for Registration and Session Requests

Session Entitlement at Christopher Rawlins Nursery:

- In Oxfordshire children become eligible for funded sessions in the term **after** their third birthday (see below)
- Eligible children can be allocated up to 15 funded hours per week during term time – spaces permitting.

Term start dates for determining eligibility are based on government legislation and NOT Oxfordshire term dates. Children **must** have had their **3rd birthday before** these dates to receive government nursery funding.

Please contact the school if you wish for your child to start before they are eligible for funding but after their 3rd birthday. This can be negotiated if we have spaces, but this will be chargeable to you as parents until the funding can be applied for.

Date of third birthday	Term Dates
1 April - 31 August (F2)	Term 1 - September
1 September - 31 December (F3)	Term 3 - January
1 January - 31 March (F3)	Term 5 - April

Eligibility Example;

If your child was born on the 7th September 2018, you cannot claim Nursery Education Grant for the Autumn Term 2021, but you will be eligible to start claiming from the start of the Spring Term, January 2022. However, we would be pleased to offer your child fee paid sessions in the term following their 3rd birthday. **(Admissions only taken at the start of full terms: Sept, Jan & April) at the discretion of the admissions committee and spaces permitting)**

Planned Places:

There is a maximum capacity of 26 places per session.

Additional Session Fees

The Government funds 15 hours provision. For any provision beyond this free entitlement, we charge an additional session fee to cover staffing costs. An extra session 2 ½ hours is £18.00 and the lunchtime supervisory session is £5.15. *(Please note parents should provide their child with a packed lunch)*

Fees are payable upon receipt of an Invoice and are payable through the Online Payment Service, Eduspot.

Parents need to note the following funding regulations:

Where children attend sessions at more than one setting, the Government funding will always be directed to the Local Authority provider (i.e. Christopher Rawlins School) in the first instance but funding can be split between more than one provider. Sessions attended at any setting, in addition to funded sessions, must be paid for by parents.

Procedures for Session Requests

- Children will be admitted during the term **after** their 3rd birthday, based on a 3 term year. (see admission policy)
- Parents should enrol their child at the beginning of the **summer** term **before** the academic year in which they are 3. This can be done by collecting a registration form from the school office.
- Parents will be notified of their child's allocated sessions.
- Parents will be informed of any further session vacancies if and when they arise.

Procedures for Session Charges

- Sessions once booked cannot be changed for the whole term and will be charged accordingly. Additional sessions can be booked if available. Parents will be notified if sessions become available and should then complete an additional request form. Any changes to sessions require a short term (half term) notice and must be confirmed in writing by the parent.
- Fees continue to be payable if a child is absent due to illness, holidays or if the place is cancelled by the parent/carer during the booked term.
- Fees continue to be payable if the school is closed due to unforeseen circumstances e.g adverse weather conditions.

Session Times: -

8.50 am. - 11.30 am	Morning Session
8.50 am - 12.30 pm	Morning Session with lunch
11.30 am - 3.10 pm	Lunch with Afternoon session
12.30 pm - 3.10 pm	Afternoon Session
8.50 am. - 3.10 pm.	All Day

Admission to Christopher Rawlins Primary School

When new children join Christopher Rawlins Foundation Stage Unit it is important that parents are aware of differences there may be between the admission policies for the foundation stage unit and that of our primary school.

Parents whose children attend the foundation stage unit, particularly from outside the designated area of the primary school, are reminded that their child is **not guaranteed** a place at the school when he/she reaches the normal school starting age (i.e. the September of the academic year in which the child will be five) and must apply through the normal school admissions procedures. (See website or contact School Office for Admission Policy)