**Golcar Junior Infant & Nursery School**

**Nursery Terms and Conditions**

The following terms and conditions relate to the contract between Golcar Junior and Nursery School and Parent/Guardian/Carer.

**Admissions**

Responsibility for making decisions regarding admissions to the Nursery lies with the head teacher and governors of the school.

The Nursery is able to provide free early years provision for children from the term following their third birthday, if there is an available place.

Before a place can be considered, the Nursery must receive a signed and fully completed Parent Agreement, Preferred Sessions form and Birth Certificate.

The School will keep a list of children’s names and the names and addresses of the parents who have requested a place in the nursery class. This will be called the *nursery admissions list.*

Priority for a Nursery place will be given:-

1. To existing children in Nursery
2. To children receiving their full free 15 hour entitlement from our setting
3. Parents with older children in the school
4. To the eldest child

The length of time a child’s name has been on the admissions list will not be taken into consideration.

You will be informed by letter whether it has been possible to allocate your child a place as soon as reasonably possible.

Once places have been allocated, and where it is not possible to offer some children a particular individual session requested by parents because that session is full, it will be possible for children’s names to be added to a waiting list. Any places that then become available will be offered using the same criteria as above.

As Nursery provision is non-statutory the school’s decision will be final and there is no formal right of appeal. However, we will be happy to discuss any concerns parent/guardians/carers may have about the allocation of places.

# Application for a place in the school

All children will be considered equally for a nursery place, regardless of whether they may eventually apply for a place in the reception class in our school.

Conversely it needs to be clearly understood that a child attending our school for their early year’s entitlement is not given priority into our reception class.

Parents will need to apply separately for a reception class place. The responsibility for admission to the reception class rests with the Local Authority details to be found on Kirklees Council website.

Our fees are calculated on the basis of the weekly charge for the sessions booked and the number of weeks and/or days during the term. Current fees are detailed on the Preferred Sessions form.

Nursery fees are payable within 28 days from the date of issue of the invoice and are payable via Parentpay or workplace vouchers.

Where payment is not received within 28 days, the school reserves the right to withdraw sessions immediately in excess of the child’s free entitlement.

Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness.

**Operating Hours**

If you are early dropping and/or late collecting your child from the Nursery, a charge of £3.50 for every 15 minutes may be imposed.

**Nursery Closure**

The Nursery is open as per the school’s term days unless you are notified separately. At least thirty days’ notice will be given for closure unless an emergency situation occurs e.g. adverse weather.

**Termination/Cancellation/Change**

At least twenty working days’ notice is required should you wish to terminate a Nursery place for any reason. Parents will still remain liable for fees up to the end of the term during which the termination was made. We reserve the right to terminate sessions in excess of the child’s free entitlement with immediate effect if any fees are not paid by the due date.

The school reserves the right to terminate a Nursery place with immediate effect if a Parent/Guardian/Carer or child displays abusive, threatening or otherwise inappropriate behaviour.

The school reserves the right to withdraw/change sessions if there is not enough demand to make sessions financially viable. At least twenty working days’ notice will be given.

Parents/Guardians/Carers may alter session bookings on a termly basis however, once booked, these cannot be amended until the following term, as staff have been contracted to cover the sessions. Additional sessions may be booked subject to availability.

**Ad Hoc/Additional Sessions**

Extra sessions outside that of you core booking are often available and can be obtained on an ad hoc basis. These can be booked directly with the Nursery team and are subject to availability of spaces and staffing requirements.

Payments for ad hoc sessions will be subject to the fees and invoicing conditions above.

# Transfers

Transfer from one provider/nursery to another can only happen at the start of term unless there are exceptional circumstances which must first be approved by the local authority (*Free Early Years Provision Working Group*). A transfer is dependent on a place being available.