



# **Nottingham Nursery School & Training Centre**

## **Admissions Policy**

**September 2025**

| DOCUMENT ORIGINS |                                                                    |                             |                |
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| Owner            | Lorna Dermody and Joy Buttress                                     | Approved by (If applicable) | FGB            |
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| September 2026           |                   |                    |

## Admissions Overview

Our school is committed to providing a fair and open admissions system. As an OFSTED registered school and provider of childcare, we both encourage and actively support eligible families in claiming and taking up benefits.

We are a popular school and maintain our own waiting list for places. There is no defined catchment area, although provision of places for children living within the Nottingham City boundary will be prioritised over those living outside of the City.

We manage our own admissions and our aim is to offer places to as many children as possible, whilst ensuring that we maximise our capacity. This enables us to maintain the sustainability of the school and to have an impact on as many children in the community as possible. Children will be offered a place in order of their expression of interest with the exception of children subject to Social Care or other external agency requests, who will be dealt with on a case by case basis.

## Admissions Process

When a prospective family contacts the school to enquire about a place for their child, they will be asked to put their child's name on the waiting list (see **Error! Reference source not found.**). It is the responsibility of the families to ensure the waiting list has their correct details.

The school will advise families how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the school.

Children's details will be kept on the waiting list until:

- we are able to offer them a place in school; or
- the family ask us to remove their details; or
- the child reaches statutory school age

Nursey will email or send a letter to parents/carers inviting them to attend 'Stay and Play' session. During this session families will meet some of the staff at the nursery. It is compulsory to attend 'Stay and Play', but will not guarantee a place for the child straight away.

When a place becomes available, families will receive another email/letter confirming a place and session. This will also consist of an invitation for the Learning Journey – a brief meeting with the class teacher to talk about their child. The office team will prepare an admission pack for parents/carers to fill in. An opportunity for support with filling the forms in (if required) will be offered and all the forms and documentation will be checked.

Parents and Carers will be expected to sign a contract with the school when they accept a place (See Appendix 2 – Universal Entitlement Contract; and Appendix 3 Provision Contract).

All children will be offered pre-entry visits to their class which will give staff an opportunity to see how the child settles in with the parents still on the premises.

## Co-parenting arrangements

Co-parenting arrangements should be communicated to nursery upon admission.

Where the child resides at more than one address, this should be clearly indicated on the admission form.

In order for us to communicate important information to all parents, we will require the name,

telephone number, home address and email address for all parents.

The expectation for co-parenting families is for co-parents to communicate with each other regarding decisions about the child. Nursery is under no obligation to facilitate this communication.

If a place is offered and no response is received within a specified amount of time, the place will be offered to another child. If the family subsequently make contact, the child will be re-entered onto the waiting list with the new date of contact as the date of enquiry. This will mean that unfortunately they will return to the bottom of the list.

In the event that we are not able to offer all children a place, we will continue to maintain the waiting list throughout the school year as sometimes places become available e.g. when a child leaves. We will then offer places to the children who have been waiting the longest.

### **Funded places for 2-year olds**

We are currently able to offer part-time places to 2-year-old children, whose families meet the eligibility criteria. To be eligible for this at least one parent needs to be in receipt of qualifying benefits, such as Income Support, Child Tax Credits, Working Tax Credits, Asylum Support, etc.

Applications for eligible working parents of 2 – Years – old to receive 30 hours free childcare are open from September 2025. Parents/Carers need to provide 11 – digit code, which will need to be verified on admission.

Funding for 2-year-old children starts the term after the child turns 2 and ends at the end of the term in which they turn 3. Children will not be able to start Nursery until the eligibility is confirmed and funding begins. Children who attend our 2-year-old provision will be automatically transferred into the 3 and 4-year-old provision, so parents will not need to reapply for a place.

Full details of eligibility are available at Reception. Parents need to apply for the funding via [asklion.co.uk](http://asklion.co.uk) for Nottingham city residents, through their own home council, Citizen Portal or Government App.

You will be contacted before the start of each term if places are available. The child's eligibility will be checked at this stage, before arrangements are made for admissions. If the child is not eligible for a funded place, they will remain on the waiting list until they turn 3. If the child is eligible and a place is available, admission arrangements will be made so that the child can start at the beginning of the following term.

### **Funded places for 3- and 4-year olds**

We are currently able to offer a both 15 hours per week and 30 hours per week-maintained places to 3 and 4-year-old children (see below for further details). The places are dependent families meeting on Government-set eligibility criteria.

Funding for 3 and 4-year-old children starts the term after the child turns 3. Children will not be able to start Nursery until the eligibility is confirmed and funding begins.

For 30 hours, once parents have checked their eligibility, they will need to provide us with an 11-digit code, which will need to be verified on admission.

You will be contacted before the start of each term if places are available. The child's eligibility will be checked at this stage. Arrangements will be made for admission into school and the child will be able to start at the beginning of the following term.

### **All funded places**

Standard sessions times are 08:45-11:45 OR 12:30-15:30 Monday to Friday. (15 hours per week, 3 hours per day). Or 08:45 – 14:45 (30 hours per week, 6 hours per day). Where parents require different hours to enable them to work, for example, this can be arranged if spaces are available.

### **Private Day-care 2- to 4-year-olds (38 weeks a year)**

We are also able to offer private day-care for families who do not meet the eligibility criteria for maintained provision or who require wraparound care. Children will be offered a place in order of their expression of interest. Wraparound care is available in a choice of full-time or part-time packages as follows:

- **Full day childcare with wrap around**

08:00 – 18:00 (10 hours child care, including breakfast, lunch and tea)

£68.15 per day, £340.75 per week

- **School day session**

08:45 – 14:45 (6 hours childcare, including lunch)

£39.85 per day, £199.25 per week

- **Half day session (morning or afternoon)**

08:45 – 11:45 for mornings **or** 12:30 – 15:30 for afternoon (3 hours child care)

£18.60 per day, £93 per week

### **Government funded hours options**

- **Full day childcare with wrap around with 15 funded hours**

08:00 – 18:00 (10 hours child care, including breakfast, lunch and tea)

£247.75 per week

- **Full day childcare with wrap around with 30 funded hours**

08:00 – 18:00 – (10 hours child care, including breakfast, lunch and tea)

£154.75 per week

- **Full day session with 15 funded hours**

08:45 – 14:45 (6 hours childcare, including lunch)

£106.25 per week

- **Full day session with 30 funded hours**

08:45 – 14:45 (6 hours childcare, including lunch)

£13.25

**There is a minimum requirement of 2 full day sessions or 4 part time sessions.**

**If you are eligible for 15 or 30 hours funding, this can be used towards or for these sessions.**

Paid provision for ad hoc or additional hours outside of the above may be offered at the Headteachers discretion. This will not set a precedent for future families.

## Allocation of places

### Overview

We are frequently oversubscribed and each year, we analyse the waiting list in order to determine what will be the most effective class organisation, bearing in mind our overall aims. For the academic year 2023-24, we will be able to offer the following places:

|                         | Maintained 2-year-olds                                                            | Maintained 3- and 4-year olds                                                     |
|-------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>No of places</b>     | 40 part time places                                                               | Up to 53 FTE* places                                                              |
| <b>Funding criteria</b> | Maintained funding available for 15 or 30 hours per week (subject to eligibility) | Maintained funding available for 15 or 30 hours per week (subject to eligibility) |
| <b>Place allocation</b> | From the start of the term after the child turns 2 (subject to availability)      | From the start of the term after the child turns 3 (subject to availability)      |

\*FTE – Full Time Equivalent places (e.g. 53 FTE or 106 part-time)

### Funded places

| Childs birthday                                       | When children will be eligible to start                 |
|-------------------------------------------------------|---------------------------------------------------------|
| 1 <sup>st</sup> January – 31 <sup>st</sup> March      | beginning of term on or after 1 <sup>st</sup> April     |
| 1 <sup>st</sup> April – 31 <sup>st</sup> August       | beginning of term on or after 1 <sup>st</sup> September |
| 1 <sup>st</sup> September – 31 <sup>st</sup> December | beginning of term on or after 1 <sup>st</sup> January   |

## Appendix – 1 (Enquiry Form)



### Nottingham Nursery School Enquiry Form

|                        |               |                        |  |
|------------------------|---------------|------------------------|--|
| Today's Date:          |               | Child's name:          |  |
| Child's gender:        | Male / Female | Child's date of birth: |  |
| Parent / Carer name:   |               |                        |  |
| Relationship to child: |               |                        |  |
| Phone number:          |               |                        |  |
| Home address:          |               |                        |  |
| Email address:         |               |                        |  |

| Indication of interest (please tick) |                           |  |
|--------------------------------------|---------------------------|--|
| A. Full day session 8.45 – 2.45      | Includes lunch            |  |
| B. Half day session 8.45 – 12.30     | Includes lunch (paid for) |  |
| C. Half day session 12.45 – 3.30     | Includes lunch (paid for) |  |
| D. Half day AM session 8.45- 11.45   | x                         |  |
| E. Half day PM session 12.30 – 3.30  | x                         |  |

| Preferred Session (please tick) |     |     |     |       |     |
|---------------------------------|-----|-----|-----|-------|-----|
|                                 | Mon | Tue | Wed | Thurs | Fri |
| AM                              |     |     |     |       |     |
| PM                              |     |     |     |       |     |

| Funding            |                                                                                                          |                                      |
|--------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------|
| Age of child       | Information                                                                                              | Eligible for funding (please circle) |
| 2 year old child   | 2 year olds may be eligible for 15 hours funding (please ask for details)                                | Yes / no / unsure                    |
| 2 year old child   | 2 years olds may be eligible for 30 hours funding (please ask for details)                               | Yes / no / unsure                    |
| 3/4 year old child | 3/4 year olds receive 15 hours funding and may be eligible for additional hours (please ask for details) | Yes / no / unsure                    |
| 3/4 year old child | 3/4 year olds receive 30 hours funding                                                                   | Yes / no / unsure                    |

By completing this form, I consent to mine and my child's details being stored for the purpose of applying for a nursery place. I understand I can withdraw this consent at any time and my child will be removed from the waiting list.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

|                 |    |    |    |
|-----------------|----|----|----|
| Office use only | E2 | N1 | N2 |
|-----------------|----|----|----|



Thank you for your enquiry. We will contact you as soon as a place is available. Please notify us if your details change or if you no longer require a nursery place. Phone: (0115) 9159090 or email: [admin@nurseryschool.nottingham.sch.uk](mailto:admin@nurseryschool.nottingham.sch.uk) Your details will be stored securely and only used for the purpose of applying for a nursery place. You can withdraw your consent at any time and your child will be removed from the waiting list. If your child is not offered a place, your details will be securely destroyed when your child reaches statutory school age.

## Appendix – 2 (Universal Entitlement Contract)



### Free childcare entitlements parental declaration form

#### Nottingham Nursery School and Training Centre

##### Step 1: Your child's details- parents/carers to complete

|                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------|--|
| Child's Surname(s):                                                                                   |  |
| Child Forename(s):                                                                                    |  |
| Name by which the child is known (if different from above):                                           |  |
| Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth. |  |
| Sex:                                                                                                  |  |
| Address:                                                                                              |  |

##### Step 2: Your details-parents/carers to complete

| Parent / Carer 1                                                                | Parent / Carer 2                                                                |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Surname:                                                                        | Surname:                                                                        |
| Forename:                                                                       | Forename:                                                                       |
| Date of Birth:                                                                  | Date of Birth:                                                                  |
| National Insurance number or Asylum Support Reference Number (previously NASS): | National Insurance number or Asylum Support Reference Number (previously NASS): |

##### Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
- If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☐ Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider (as noted in Step 5) to receive the DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP (as noted in Step 5).

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

##### Step 4: Document check-provider to complete

|                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------|--|
| Documentary proof of DOB Type (e.g. birth certificate, passport):                                                          |  |
| Document recorded by (name of staff member):                                                                               |  |
| Date document recorded (dd/mm/yyyy):                                                                                       |  |
| Working parent eligibility code: (e.g. 12345678912)                                                                        |  |
| 2-year-old of families receiving additional support, eligibility reference number (ensure full letter/email has been seen) |  |

### Step 5: Setting and attendance details- parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Your child's attendance should be regular and no less than 85% of expected attendance on average.

| Setting name:                                   | Mon | Tues | Wed | Thurs | Fri | Total no. of hours per week | Total weekly charge | No. of weeks per year (e.g. 38,45,51) |
|-------------------------------------------------|-----|------|-----|-------|-----|-----------------------------|---------------------|---------------------------------------|
| Total funded entitlement hours attended per day |     |      |     |       |     |                             | n/a                 |                                       |
| Total extra (chargeable) hours per day          |     |      |     |       |     |                             |                     |                                       |
| Total daily hours attended                      |     |      |     |       |     |                             |                     |                                       |

To fill in if your child attends more than one setting:

| Total funded entitlement hours attended per day |     |      |     |       |     |                             |
|-------------------------------------------------|-----|------|-----|-------|-----|-----------------------------|
|                                                 | Mon | Tues | Wed | Thurs | Fri | Total no. of hours per week |
| Setting name:                                   |     |      |     |       |     |                             |
| Setting name:                                   |     |      |     |       |     |                             |

To note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year
- 2) for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.
- 3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting (for example, if you receive 30 hours working parent entitlement for 3- & 4-year-olds and were to fall out of eligibility, this would be the setting that you have nominated to receive your universal 15-hour entitlement at if your circumstances change)

|                  |  |
|------------------|--|
| Name of Setting: |  |
|------------------|--|

Nottingham City Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

#### Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider Nottingham City Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/trainingvideos/handling-more-sensitive-information/>

#### Privacy Notice – Early Years Funding – Nottingham City Council

##### Who is the Data Controller?

Personal Information (personal data) will be processed by Nottingham City Council (NCC) for the purposes of Early Years Funding and Provision, either provided directly by you, or by the Early Years Provider. The Data Controller for the personal data that is processed by NCC for these purposes is NCC.

##### Why do we process personal data?

We will only process personal data when it is necessary and where we have a lawful reason to do so. Personal Data used in relation to Early Years funding will be used to allocate your child a place; to administer contracts between NCC and providers; dealing with complaints, non-compliance and safeguarding issues; working with OFSTED and other public bodies; and delivering training with providers.

##### What personal data will the Council process?

If you are a parent or a child, we will process: your name (and person with parental responsibility); address and contact details; date of birth; gender; financial information; details of childcare provision and national insurance number.

If you are a provider, we will process: your name; address and contact details.

We will also process 'special categories of information' about you when necessary, this includes information relating to your race or ethnicity; religious beliefs; and physical and mental health.

##### What is the legal basis for using your information?

The lawful basis for processing your information for these purposes is because it is necessary for the performance of a public task; under Article 6 1 (e)GDPR because it is necessary for compliance with a

### Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

|                                                                  | Mon | Tues | Wed | Thurs | Fri | Total weekly charge |
|------------------------------------------------------------------|-----|------|-----|-------|-----|---------------------|
| Additional charges for consumables or additional charges per day |     |      |     |       |     |                     |

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

### Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name) ..... of  
(address) .....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s) .....

to claim free entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

| Parent/Carer/Guardian with legal responsibility | Childcare provider |
|-------------------------------------------------|--------------------|
| Signed:                                         | Signed:            |
| Print name:                                     | Print name:        |
| Date:                                           | Date:              |

legal obligation under Article 6 1 (c)GDPR to which NCC is subject; or because it is necessary for compliance with a contract to which the council is subject.

When we process 'special categories of personal data' we do so under the condition that it is necessary for reasons of substantial public interest. Article 9 2 (g) GDPR Sometimes, we may also process information relating to criminal offences, we will do so because it is necessary for statutory reasons of substantial public interest for the prevention and detection of crime, the prevention of fraud, or for safeguarding children and other individuals at risk.

#### Who will NCC share my personal information with?

NCC will only share your information within the Council and with others when it is necessary and lawful to do so. We may also share it when we are obliged by law to do so.

To provide these services, the Council may share your information with: the childcare provider; Nottinghamshire County Council, Capita; East Midlands Shared Services (EMSS); Department of Work and Pensions (DWP); Department of Education (DfE); and the Office for Standards in Education, Children's Services and Skills (OFSTED).

#### Do I have to provide the information?

No, you are not obliged by statute to provide the information. However, if we were not able to process the information, we would not be able to provide these services.

#### How long will NCC keep the data for?

NCC will process the data for 6 years from the end of the provision or contract

#### What are my information rights?

You have the following rights under data protection legislation, the right to request:

1. A copy of your information;
2. That your information is corrected;
3. That your information is deleted (right to be forgotten);
4. That we restrict the processing of your information;
5. The portability of your data to another provider;
6. To object to processing your personal data; and
7. Rights relating to automated decision making including profiling.

Not all of these rights are applicable due to the lawful basis for processing the data. NCC can restrict these rights in certain circumstances. This mainly relates to the prevention of crime, prejudicing investigations and protecting others.

#### How can I find out more?

You can contact NCC's Data Protection Officer, Naomi Matthews to find out more, to exercise your rights or to complain about how your personal data has been handled. The contact details are: Information Compliance Team, Loxley House, Station Street, Nottingham, NG2 3NG or by email : [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) A longer version of this notice is available on our website [https://www.nottinghamcity.gov.uk/media/iv5i3esi/pn-0194\\_earlyyearfunding\\_v20.pdf](https://www.nottinghamcity.gov.uk/media/iv5i3esi/pn-0194_earlyyearfunding_v20.pdf) If you need a physical or paper copy of this, please contact us.

#### The Information Commissioner's Office (ICO)

The ICO website has guidance on data privacy and data protection – [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you think NCC have processed your information incorrectly. You can contact them at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 9AF, or by phone 0303 123 1113.

## Appendix – 3 (Provision Contract)



Nottingham Nursery School & Training Centre

Denman St West, Nottingham NG7 3AB

0115 915 9090 admin@nurseryschool.nottingham.sch.uk



Nottingham Nursery School & Training Centre

Denman St West, Nottingham NG7 3AB

0115 915 9090 admin@nurseryschool.nottingham.sch.uk

### Childcare contract

Start date: \_\_\_\_\_

Name of a child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

#### Scheduling

- Below is your agreed weekly timetable. If you need to change your schedule, you must complete a "Change of Care" form four weeks prior to change. Your request will be considered in line with statutory requirements for staffing ratios and capacity.

| Add times    | Monday | Tuesday | Wednesday     | Thursday     | Friday |
|--------------|--------|---------|---------------|--------------|--------|
| Start        |        |         |               |              |        |
| Finish       |        |         |               |              |        |
| Cost per day | £      | £       | £             | £            | £      |
|              |        |         |               | Weekly cost  | £      |
|              |        |         | -funded hours | (Hrs)        | -£     |
|              |        |         |               | Total to pay | £      |

#### Attendance

- Your contract applies to term time only (see attached calendar).
- We are closed on public holidays, INSET days (to be confirmed each academic year).
- If the nursery has to close due to circumstances that are outside of our control (including but not limited to 'acts of God', epidemics/pandemic, acts of terrorism, extreme weather, failure of utilities, industrial action, improper staff to child ratios) we are not required to provide alternative childcare facilities.
- If you child will be absent, you need to let us know as soon as possible
  - On the day** – if your child is ill, please call as early as possible to let us know. You will still be charged for missed sessions (You must not allow your child to attend nursery if they are suffering from a contagious illness)
  - In advance** – if you want to take time off for a holiday – fill in a holiday form at least four weeks in advance and we will not charge you for those sessions.
  - Medical** – if your child has medical appointments, please speak to the office as far in advance as possible

#### Payment information

- Sessions can be purchased at additional cost. You will be charged for your child's standard sessions monthly in advance
- Parents are responsible for the payment of fees
- Invoices should be paid within 30 days, if an agreement cannot be reached, we will take legal action to recover any money owed
- You can pay by bank transfer, tax free childcare, child care vouchers or a combination. We do not accept cash.
- Details of childcare schemes are included in your admission pack. It is your responsibility to check your entitlement and apply if necessary

- We will review our fees annually on 1<sup>st</sup> April each year. You will be notified of any changes two months in advance

#### Nursery Information. Please help us by:

- Being on time to collect your child
  - A late collection fee of £1 per 1 minute will be charged
- Letting us know if someone other than yourself will be collecting your child
  - The person must be over 16
- Immediately informing us if you are unable to collect your child on time
  - Our 'Uncollected Children Policy' is available on our website
- Adhering to the following rules on school grounds:
  - No dogs (except assistance dogs)
  - No smoking or vaping
  - No parking – please do not park your car in the school car park
  - Verbal or physical abuse of staff, parents or children will not be tolerated
  - Failure to comply with the premises rules may lead to a ban from the premises and/or your child care contract being terminated

#### Complaints

- If you have any concerns regarding the services we provide, please discuss these with your child's nursery key worker in the first instance
- There is a full complaints procedure available to you on the school website

#### Termination

- You may terminate your child's place at the nursery for any reason by giving us at least four weeks' notice in writing. Fees remain payable during the notice period
- We may immediately terminate your child's place at the nursery, and not refund to you the balance of any fees paid, if one of the following conditions is met:
  - You fail to pay fees within 30 days from the invoice date
  - You display inappropriate, abusive or threatening behaviour towards staff
  - You are persistently late in collecting your child

Our full policies are available online [nottinghamnurseryschool.com/key-information/school-policies/](https://www.nottinghamnurseryschool.com/key-information/school-policies/)

By signing below, you indicate that you have read and agreed to adhere to this contract

Signed: \_\_\_\_\_ Please print name: \_\_\_\_\_

Acceptance signatures (Parents or Guardians)

Date: \_\_\_\_\_

Member of staff to sign below

Signed: \_\_\_\_\_ Please print name: \_\_\_\_\_

Date: \_\_\_\_\_