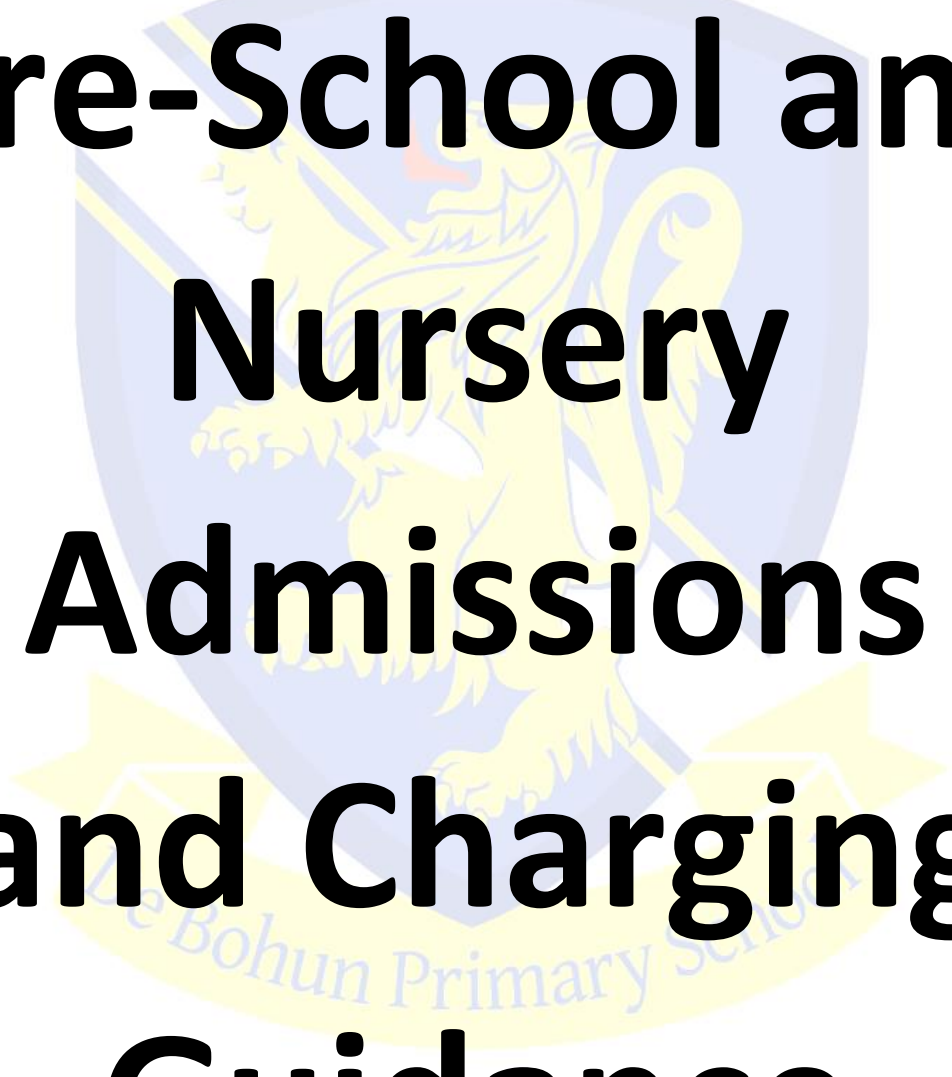


De Bohun Primary School & Children's Centre



# **Pre-School and Nursery Admissions and Charging Guidance**

Written by De Bohun Primary School (May 2017)

Due for review: May 2023

## Aim

***At De Bohun Primary School and Children's Centre we aim to provide the children in our care with the best possible start in life and prepare them for the future. The children in our care only get one chance at education. We aim to work effectively with parents & carers, to ensure our children receive the best provision possible.***

De Bohun's Early Years Foundation Stage comprises of three age groups.

<b>Pre-school</b>	2-3 year olds
<b>Nursery</b>	3-4 year olds
<b>Reception</b>	4-5 year olds.

### **Opening Hours**

Our opening hours are as follows:

#### **Pre-School**

Morning Session: 8:30am to 11:30am

Afternoon Session: 12:30pm to 3:30pm

#### **Nursery**

Morning Session: 8:30am to 11:30am

Afternoon Session: 12:30pm to 3:30pm

#### **Reception**

All day: 8.50am to 3.20pm

Our provision is open for 38 weeks per year, term time only. This means that the school is closed on all bank holidays.

### **Snacks and drinks**

Children have access to water and milk throughout our sessions. Fruit and bagels are also available throughout the day.



# **Funding and Charging Terms & Conditions**

## **Government Funding**

### **Pre-School:**

Funded places are available subject to certain criteria being met. To check to see if you are eligible please visit the Informed Families website:

<https://new.enfield.gov.uk/if/terrific-twos/>

Funded places are available the term after a child's 2<sup>nd</sup> birthday:

Child who is 2 between 1 April - 31 August : Eligible from September

Child who is 2 between 1 September - 31 December : Eligible from January

Child who is 2 between 1 January - 31 March: Eligible from April

Privately funded places are available the day after your child's 2<sup>nd</sup> birthday.

### **Nursery:**

The Free Entitlement also known as Nursery Education Funding 3 and 4 Year Funding is early education sessions to support your child's development and transition into education.

Every eligible 3 and 4 year old is entitled to free early education sessions of up to 15 hours, the term after their 3<sup>rd</sup> birthday:

Child who is 3 between 1 April - 31 August : Eligible from September

Child who is 3 between 1 September - 31 December : Eligible from January

Child who is 3 between 1 January - 31 March: Eligible from April

The Government are now providing 30 hours of paid child care for parents who meet the eligibility criteria. To check to see if you are eligible please visit: <https://www.gov.uk/30-hours-free-childcare>

## **Private Funding in Pre-School**

When sessions are being privately funded, we can be more flexible about attendance patterns to accommodate the needs of individual children and families, but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environment. If you wish to increase the number of sessions your child attends, you must notify the Pre-School Manager who will confirm if there is availability.

For privately funded places, you will be asked to complete a booking form, places need to be booked a week in advance to confirm spaces are available on a first come first basis. Applications are made directly through the school by emailing our Admissions Officer, Mrs Younger ([l.younger@debohun.enfield.sch.uk](mailto:l.younger@debohun.enfield.sch.uk)).

**Fees and Payments:**

The fees are set at a competitive level in order to maintain a sustainable and well equipped setting. A standard rate of £20 per session will be charged for children who attend sessions. Fees will be invoiced at the beginning of every half term for full time places (at least five sessions where funding does not apply) and payment should be made immediately and at least within 7 days of receipt of invoice. Fees for the first month your child starts, or part thereof, must be paid within 14 days before your child's start date. If your child's start date is within 14 days of starting, the payment must be made as soon as the pre-school has written to you to confirm the start date. Fees for part time (where funding does not apply) places will be invoiced once a booking form has been accepted by the Admissions Officer. *Fees can be paid by Childcare Vouchers or Parent Pay.* Fees are payable by the parents/guardians, individually and/or jointly, who have signed and returned the terms and condition and Admission form.

Please note: *Fees are reviewed regularly and are subject to change. We will provide written notice of at least one term if fees are subject to change.*

If school is closed during term time due to bank holidays or teacher training days, fees are still applicable. This is because staff attend the teacher training days and the training received directly benefits our pre-school children. Also, fees are still applicable if the school is closed due to circumstances beyond our control e.g. adverse weather or a local emergency.

**Non-Payment of Fees:**

If fees are not paid as agreed, the school will follow the school's Debt Recovery Policy. We will request the payment in writing, stating that the child's place could be withdrawn if payment is not forthcoming by a particular date. In the unlikely and unfortunate event that payment is not received, De Bohun Primary School and Children's Centre reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place.

We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations, and on a case-by-case basis, the school will negotiate payment in alternative instalments.

**Late Collection Charge:**

You are required to inform the pre-school as early as possible if you are going to be late collecting your child. This is to ensure that sufficient staff cover can be arranged.

If a child is not collected before the standard finish time of a session, then the pre-school reserves the right to charge a late collection fee of £7.50 per hour or part thereof until the child is collected.

**Termination or Cancellation:**

If you wish to remove a child (full time at least five sessions) from our setting or want to reduce the number of sessions attended, parents/guardians must give half a term's notice of the change in writing. Fees will be payable (or grant claimed by us), until that date, whether your child attends the sessions or not. Any postponements of the agreed start date for your child will require one calendar month's written notice, failing which fees will be charged from the original start date.



**Absence:**

All fees are payable in advance for all sessions booked. No refunds will be made if your child is absent from the pre-school, even if the absence is due to illness, holidays or other such reason.

## **Admissions Terms & Conditions**

We currently have 60 places in each of our Pre School, Nursery and Reception provision at De Bohun Primary School. Our vision to ensure that De Bohun is a school of choice for local families.

**Registration**

Once you have decided to send your child to De Bohun Primary School, you will be required to complete an Admission Form and sign the Terms and Conditions. This will act as your contract.

In the event that a place is not immediately available, then your child's name will be placed on the waiting list. We arrange our waiting list in birth order, with the eldest children taking priority. In addition, our policy may also take into account siblings already attending the school and the length of time a child has been on the waiting list.

Parents are required to complete a school Admission Form, ensuring that all the information is accurate. All parents with parental responsibility should be named on the form. We will need to see your child's birth certificate or passport as proof of identity and eligibility.

**Pre School**

Funded Pre School places can be applied for through Informed Families at [if@enfield.gov.uk](mailto:if@enfield.gov.uk). An eligibility code needs to be provided to the school once the funding has been accepted.

Privately funded applications are made directly through the school by emailing our Admissions Officer, Mrs Younger ([l.younger@debohun.enfield.sch.uk](mailto:l.younger@debohun.enfield.sch.uk)).

**Nursery**

All admission to the Nursery are initially completed through an application to Enfield Council. After your place has been allocated, we will then ask you to complete the school admissions form and sign the terms and conditions:

<https://www.eadmissions.org.uk/eAdmissions/app>

**Reception**

Enfield Council handle all school admission places. They can be contacted at Enfield Schools Admission Service, Civic Centre, Silver Street, Enfield, EN1 3XA Telephone: 020 8379 5501, Email: [enfield.school.admissions@enfield.gov.uk](mailto:enfield.school.admissions@enfield.gov.uk)

To apply for a place, please follow the link:

## **Additional Information Terms & Conditions**

### **Child Illness**

If children appear unwell during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the school reserves the right to contact you to ask that you collect your child, or send an emergency contact (as stated on the Admission Form) to collect on your behalf.

The school requires all parents to inform us if their child has been ill over the weekend or overnight before a session and if they have been given any medication for the illness. You must also inform the school if your child has any illness such as measles or chicken pox, so the other pre-school parents can be informed.

If your child has suffered from vomiting or diarrhoea we require that they be kept away from pre-school for at least 48 hours and until they have had a meal.

You may also be required to withdraw your child if we have reasonable cause to believe that the child is, or may be, suffering from any contagious disease. This is to ensure that the risk of spread of disease to other children and staff is kept to a minimum. We exclude children who have communicable diseases for the recommended time required. The school holds a list of communicable diseases and the incubation periods / exclusion times and will advise parents accordingly. Our school reserves the right to send home an un-well child or to refuse a child if we feel that they are unwell.

### **Property and Belongings**

We cannot be held responsible for the loss of damage to children's property unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged.

Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs.

### **Disclosures**

We need to be informed about any medical and non-medical condition, health problem, allergies or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances that may affect your child whilst in our care.

In addition, you are required to inform the school in writing of any changes to the information held by us (e.g. changes to emergency contacts, allergies, medical conditions).

### **Security**

Under no circumstances will a child be allowed to leave the school with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone, the school will require the name, address and telephone number of the chosen person, as well as proof of identity on their arrival.

### **Behaviour**

At De Bohun we follow a simple positive Behaviour Policy, which we expect every child to adhere to. This policy was developed to protect not only your child but also the development and health of the other children. Emphasis is placed on the feelings of others and children are encouraged to respect one another and the adults with whom they come into contact.

### **Equal Opportunities**

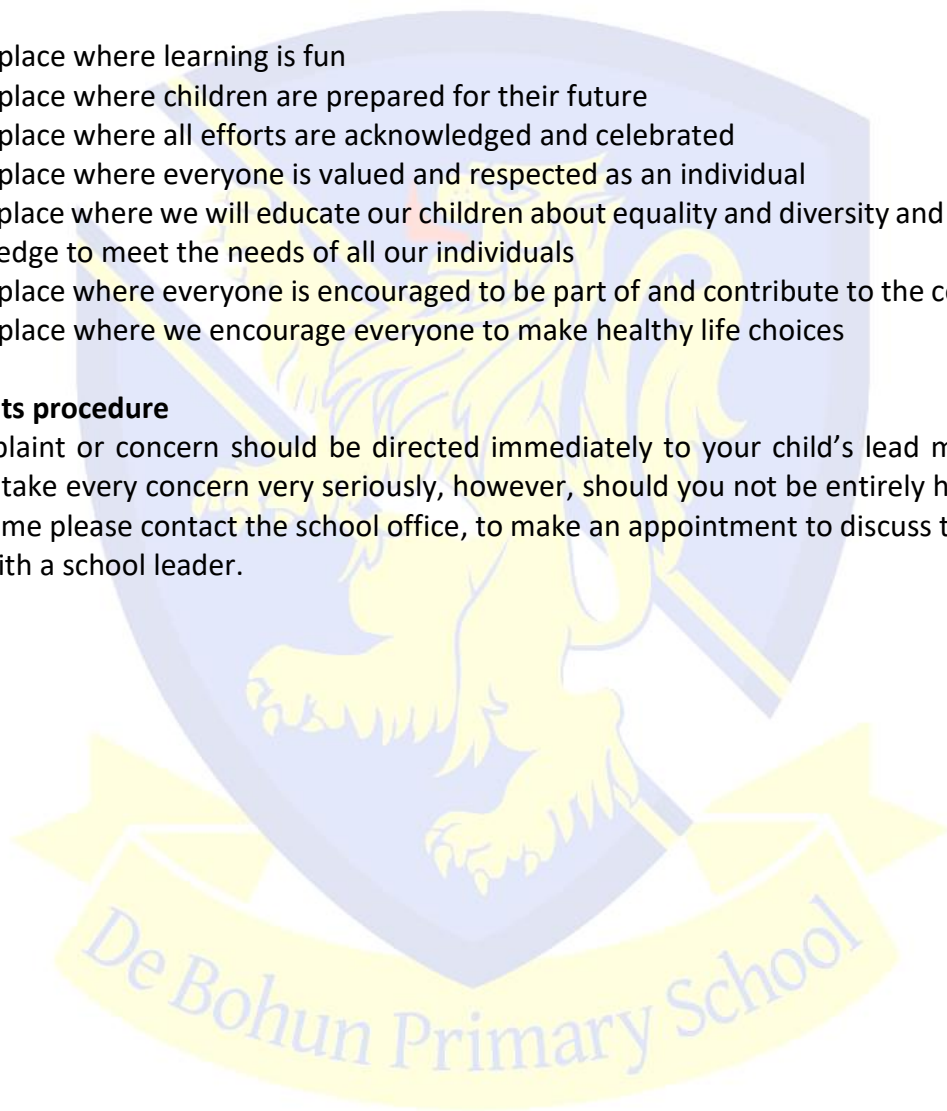
We provide an environment where a multicultural and multiracial culture is fostered. Children are encouraged to respect the racial, cultural and religious traditions of every individual.

De Bohun Primary School is:

- A place where learning is fun
- A place where children are prepared for their future
- A place where all efforts are acknowledged and celebrated
- A place where everyone is valued and respected as an individual
- A place where we will educate our children about equality and diversity and where we pledge to meet the needs of all our individuals
- A place where everyone is encouraged to be part of and contribute to the community
- A place where we encourage everyone to make healthy life choices

### **Complaints procedure**

Any complaint or concern should be directed immediately to your child's lead member of staff. We take every concern very seriously, however, should you not be entirely happy with the outcome please contact the school office, to make an appointment to discuss the matter further with a school leader.





## **The Agreement**

The Admission Form and these Terms and Conditions represent the understanding between De Bohun Primary School and Children's Centre and the Parent(s)/Guardian(s).

The signing of these Terms and Conditions, and the date that written confirmation of your child's place at De Bohun Primary School and Children's Centre is issued, gives rise to a legally binding contract on the above terms between yourselves and the school and constitutes commencement of the Agreement.

Any breach of the Terms and Conditions will result, if necessary, in your child's place being withdrawn.

<b>Child's Name</b>	
<b>Signed</b>	
<b>Date</b>	

Please ensure that the Admission Form and a signed copy of these Terms and Conditions are returned to Mrs Lisa Younger, The Admissions Officer via the School Office or via email [l.younger@debohun.enfield.sch.uk](mailto:l.younger@debohun.enfield.sch.uk).