



**CASTLEFIELD SCHOOL**

**NURSERY ADMISSIONS and CHARGES**  
**POLICY**  
**2024-2027**

Signed (HT):

Date agreed: Term 2 2024

Signed (Chair of GB):

Review date: Term 2 2027

**This policy supersedes details relating to the Nursery admissions, which are found in the school's admissions policy.**

## **Admissions to Nursery**

**Castlefield School is a Foundation School and as such the Governing Body is the Admissions Authority.**

### **Nursery: Two Year Old Provision**

The Nursery offers 15 hours of provision to two year old funded places. A child is eligible to attend the term after their second birthday.

If you're a child is born between:

Nursery places start from:

1<sup>st</sup> April and 31<sup>st</sup> August (inclusive)

Autumn Term (from 1<sup>st</sup> September)

1<sup>st</sup> September and 1<sup>st</sup> December (inclusive)

Spring Term (from 1<sup>st</sup> January)

1<sup>st</sup> January and 31<sup>st</sup> March (inclusive)

Summer Term (from 1<sup>st</sup> April)

The Governing Body has fixed the admission number to:

15x 2 year olds per session.

Once this number has been reached, no further children will be admitted into the two year old room.

Application for a place beyond our maximum capacity would not be considered

Children with an EHCP, that names Castlefield School, will be admitted in advance of applying our admission rules, providing they are eligible for 2 year old funding.

If the number of applications exceeds the number of places, the following criteria will apply

Providing the child is eligible for 2 year old funding, places will be allocated according to the following criteria:

- (1) Looked After Children or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption or who became subject to a child arrangement order or special guardianship order). Also included in this are children who have been LAC abroad but this has ceased as they have been adopted and brought to the UK.
- (2) Catchment Area (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (3) Siblings - Children who will have a sibling on role at the school at the time of entry. Defined as: brothers or sisters of whole or half blood, or any other child – including an adopted child – who permanently resides at the same address and for whom the parent/guardian also has legal responsibility.
- (4) If there are empty places in the 2 year old room, then a child who is not eligible for 2 year old funding may be admitted to the Nursery as a fee paying child at a flat rate fee (see Appendix B)

Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight-line distance

Application forms are available from the school office, upon request

The school has a single intake for the start of the academic year. Applications received after that point will be processed in order of receipt.

Unsuccessful applicants will be put on a waiting list and allocated using the above criteria. At the start of each term, parents are expected to confirm that they want their child to remain on the waiting list.

### **Nursery: Three Year Old Provision**

The Nursery offers either 15 or 30 hours of provision to funded places for three year olds. Children are eligible to start the term after they have turned 3.

The Governing Body has fixed the admission number to:

72 x 3 year olds. Up to 36 children in each session.

Once this number has been reached, no further children will be admitted into the three year old room.

Application for a place beyond our maximum capacity would not be considered.

Children with an EHCP, that names Castlefield School, will be admitted in advance of applying our admission rules, providing they are eligible for 3 year old funding.

If the number of applications exceeds the number of places, the following criteria will apply

Please note: Children who attend Castlefield School Nursery as a 2 year old are guaranteed that their place will continue as a 3 year old.

Providing the child is eligible for 3 year old funding, places will be allocated according to the following criteria:

- (1) Looked After Children or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption or who became subject to a child arrangement order or special guardianship order). Also included in this are children who have been LAC abroad but this has ceased as they have been adopted and brought to the UK.
- (2) Catchment Area (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (3) Siblings - Children who will have a sibling on role at the school at the time of entry. Defined as: brothers or sisters of whole or half blood, or any other child – including an adopted child – who permanently resides at the same address and for whom the parent/guardian also has legal responsibility.
- (4) If there are empty places in the 3 year old room, then a child who is not eligible for 30 hours funding may 'top-up' their Nursery time at a flat rate fee (see Appendix B)

Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight-line distance

The school has a single intake for the start of the academic year. Applications received after that point will be processed in order of receipt.

Unsuccessful applicants will be put on a waiting list and allocated using the above criteria. At the start of each term, parents are expected to confirm that they want their child to remain on the waiting list.

***Please note: Children in Castlefield Nursery are not guaranteed a place at Castlefield School and must apply in accordance with the Local Authorities co-ordinated scheme. Places are then allocated in line with the over subscription criteria for the school. Please see the School's Admission Policy.***

### **30 hour provision – Expectation of readiness**

The school has determined that pupils who access whole day provision need to be able to:

- Separate from their parent/carer easily
- Move independently around the setting
- Stay awake and be energetic throughout the session
- Behave appropriately and non-aggressively throughout the session
- Attempt to manage their own personal hygiene, shoes and coats
- Stay within the prescribed boundaries
- Cope with changes of adults in the setting, without distress.

As such we require all pupils accessing the 30 hours provision to meet the above requirements (the school will consider medical or specific needs of individual children when assessing eligibility). Should your child not be ready to access the 30 hour provision (based on the above statements), the school reserves the right to deny or remove access to this service.

### **The school's right to withdraw Nursery provision**

Should parental behaviours or actions result in an unreasonable burden of cost or time (to any school staff), then the school has the right to withdraw all or part of its Nursery provision.

Should the School withdraw any services that are privately paid for, the school will make reasonable efforts to reimburse parents (all or part of the payment), however may not if:

- The parent has accrued a debt which requires servicing and/or
- Costs have already been committed to (and these are not recoupable)

## **Appendices**

### **Appendix A: Admissions definitions**

#### **Note 1: Definition of Looked After Children and Previously Looked After Children:**

For admissions purposes a 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order.

This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement order or special guardianship order as set out below.

Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014 Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

#### **Note 2: Definition of State Care outside of England:**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### **Note 3: Definition of "Sibling":**

By sibling we mean brother and sister. This means a brother or sister of half or whole blood, or any other child (including Adopted children) who permanently reside at the same address and for whom the parent also has parental responsibility.

#### **Note 4: Definition of "normal home address":**

The address should be where the parent and the child live and evidence of this is required in the form of a utility bill, rent book or mortgage statement showing the address concerned. Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one where he or she spends most of the School's week (Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at School.

#### **Note 5: Definition of "Catchment Area":**

Children living within the area traditionally served by the school, defined as being the area bounded (see map below). A map of the catchment area is also available on the Bucks County Council website.

#### **Admission of children outside their normal age group:**

Should parents wish for their child to be admitted outside their normal year group. The parents should arrange a meeting with the school to discuss the reasons for this and for the school to consider any evidence that would support this request.

## CASTLEFIELD SCHOOL - CATCHMENT AREA MAP



**Catchment Area for Castlefield School**



Produced by School Management Support Team, October 2018



For more information please visit:  
<https://services.buckcc.gov.uk/school-admissions>



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## **Appendix B – Charges and Session Times**

2 year olds: 15 hours only

| OPTIONS AVAILABLE | COST                                            | MINIMUM REQUIREMENTS                |
|-------------------|-------------------------------------------------|-------------------------------------|
| 8:30am -11:30am   | Free with a funding code<br>or<br>£105 per week | 15 hours<br>5 days, 3 hours per day |
| 12:00pm – 3:00pm  |                                                 |                                     |

3 year olds: 15 hours only

| OPTIONS AVAILABLE | COST                                            | MINIMUM REQUIREMENTS                |
|-------------------|-------------------------------------------------|-------------------------------------|
| 8:30am -11:30am   | Free with a funding code<br>or<br>£105 per week | 15 hours<br>5 days, 3 hours per day |
| 12:00pm – 3:00pm  |                                                 |                                     |

3 year olds: 30 hours

| OPTIONS AVAILABLE | COST                                                                                  | MINIMUM REQUIREMENTS                           |
|-------------------|---------------------------------------------------------------------------------------|------------------------------------------------|
| 9:00am - 3:00pm   | Free with a funding code<br>or<br>£105 per week (top up)<br>from 15 hours entitlement | Full time: 30 hours<br>5 days, 6 hours per day |

Top-up charging is based on a flat rate fee of £105 per week (3 hours per day x 5 days per week)

| OPTIONS AVAILABLE                                                                                           | COST                                     | MINIMUM REQUIREMENTS                                         |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------|
| Top-up from 15 hours to 30 hours                                                                            | £105 per week                            | Full time, 5 days                                            |
| ½ hour top ups<br>8:30 - 9:00am: 30 hour children only<br>11:30am-12:00pm (lunch session): 15 hour children | £3.50 per session<br>(food not included) | No minimum                                                   |
| Packed lunches                                                                                              |                                          | No minimum, must be booked by Wednesday of the previous week |

Contributions: To support the financial pressures of providing high quality, low cost Nursery education, we ask parents for a termly contribution

| OPTIONS AVAILABLE              | COST                                   | WHAT DOES THIS CONTRIBUTION FUND?                   |
|--------------------------------|----------------------------------------|-----------------------------------------------------|
| If your child takes 15 hours   | £5 per half term<br>(£10 paid termly)  | Session snack time: milk, fruit,<br>sand, paint etc |
| If your child attends 30 hours | £10 per half term<br>(£20 paid termly) |                                                     |

All chargeable services must be booked and paid for in full in advance for the full half term.  
Services not paid for will not be provided and late payments may result in loss of ability to provide service.  
We do not offer a discount for siblings

### **Refunds:**

The school does not offer any refunds on unused services, even if a child is absent from Nursery.

### **Cancellation or reduction of services:**

The school requires 1 months' notice for a reduction or cancellation of chargeable session times.