



Marshland St James Primary and Nursery School Admissions and Charging Policy



Persons Responsible: Ms. Marie Lucca, Headteacher

**Date of Policy: March 2026
Next Review Due: March 2027**

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Marshland St James Primary and Nursery School offers Funded Early Education hours to families who meet certain national criteria in our Nursery and Reception class. This entitlement is Government funded and is intended to deliver 15 hours a week (to a maximum per year) of free, high-quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Our Nursery and Reception Class (NRC) offers:

- 3 and 4 year old universal hours. This entitlement is available to eligible children the term after they turn 3.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision.

Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

Nursery Session Times

8.45 To 11.45 am Monday to Friday.

Nursery runs in term time only for 38 weeks of the year.

Nursery Provision

Time	Number of claimable hours	Charges if Applicable or not eligible for funded hours.
Morning Session Only 8:45 – 11:45 am	3	3/4 year olds £00.00 Monday to Friday

Funded hours can be claimed :

- Monday – maximum hours = 3 (8.45 - 11.45 am)
- Tuesday – maximum hours = 3 (8.45 - 11.45 am)
- Wednesday – maximum hours = 3 (8.45 - 11.45 am)
- Thursday – maximum hours = 3 (8.45 - 11.45 am)
- Friday – maximum hours = 3 (8.45 - 11.45 am)

Funded places in our Nursery are offered in the following combinations :

- 15 hours per week; 5 morning sessions

Transition into our Nursery Provision

Once a place has been offered, and accepted in writing via Application Form, families will be advised of their child's two settling in sessions as part of the admissions process.

The two taster sessions will not be charged for, and their start date will be advised at this point.

Funding Actions Required by parents/carers

Proof of Eligibility

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Funded Offer Eligibility

Families will be able to claim the entitlement for their child(ren) is/are eligible for the 3 and 4 year old funding universal entitlement or working parent entitlement.

It is the parents' responsibility to ensure that funding has been claimed during the correct time for NOT the School's.

Completion of the Parent/Carer Claim form is a mandatory process, each term. This has to be completed **in advance** in line with government and Local Authority deadlines.

Charging

Government funding is intended to cover the cost of delivering 15 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The entitlement place is offered free. Parents will not be charged a "top up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

There are no charges for snacks. Each child in Early Years will be provided with a snack during the morning of either fruit or vegetables, which is provided for free by the Fruit Scheme.

Families are required to supply personal care products – nappies, pull ups, baby wipes, nappy bags and any creams etc required.

Deposit, retainer and registration fees are **not** charged.

Admission and entry

Children will be admitted into our Nursery and Reception class from the term after their 3rd birthday.

We admit children three times a year – at the start of the Autumn Term, Spring Term and Summer Term and claims forms have to be completed in advance. We do not admit children mid term.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Where a time lapse has occurred between the point of enquiry and a child's start date, families should check that the information shared with us about funding remains current so that all information can be checked/finalised before the childcare arrangement (contract) is formalised.

If there are no places available, a child's application will remain on file. Their name will be added to the waiting list and contacted when sessions become available.

Attendance

Short term absences from NRC – for example because of sickness, medical appointments or family emergencies, will not result in funding being withdrawn.

If a child's absence exceeds two weeks the school **MUST** inform the Local Authority, who will look at the reasons for absence, and decide if funding can still be claimed.

Although attendance is not statutory, there is an expectation that children will attend every week and regularly. In line with our whole school attendance expectations, any absences must be reported to school via the school office. Where no information is received by 9.30am, the school will make contact by telephone. If we are unable to make contact with you successfully, members of the school Safeguarding Team will carry out a welfare home visit check.

Notice Period

Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to Marshland St James Primary and Nursery School. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the Local Authority where the funding criteria is met.

Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the Local Authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Registering for a place in our Nursery and Reception Class

Enquiries for availability can be made at the school office, in person, by telephone (01945) 430378 or by emailing office@marshlandprimary.norfolk.sch.uk . Mrs Beale will be happy to answer any queries you may have.

Admissions

If there are no spaces available, children will be placed on a waiting list and places will be allocated on a first come, first served basis.

Where a child has been entered onto the waiting list and they are not 3 years old they will not be considered until the term after their 3rd birthday. They will remain in the same place on the waiting list.

There is no minimum number of sessions restriction, however we would prefer children to attend the whole 15 hours where at all possible.

Please be aware that having a child educated within our school Nursery does not guarantee a place in the Reception class at our school. Reception admissions are administered by Norfolk County Council School Admissions.

Early Education is offered within the national parameters –

- No session to be longer than 10 hours;
- Not before 6.00am or after 8.00pm;
- A maximum of two sites in a single day.

The Admission and Charging Policy is issued to all families as part of the registration process. It is also available on the school website <https://marshlandstjames.demat.org.uk/>

We will work in partnership with parents, carers, childcare providers, the Diocese of Ely Multi Academy Trust, the Local Authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the Local Authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

SEND/Inclusion Policy

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements include a clear approach to identifying and responding to SEND.

This means we will:

- Follow the requirements of the Early Years Foundation Stage Statutory Framework

(2024) to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act (2010) and the Special Educational Needs and Disability Code of Practice (2015);

- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development, or where a child's progress gives cause for concern, a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do and Review;
- Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary;
- Utilise the SEN Inclusion Fund and Disability Access Fund to deliver effective support;
- Publish our contribution to the SEN Local Offer in Norfolk. This is available on the Norfolk Community Directory and on our school website to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Please refer to the SEND/Inclusion Policy, available on our school website concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Complaints Policy

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our school website. <https://marshlandstjames.demat.org.uk/>

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for Local Authorities), a complaint can be submitted directly to the Headteacher, Marie Lucca.