



Silsden Primary School Nursery

Terms and Conditions. September 2025/26



1. About our Nursery.

Our Nursery provides a first step on your child's school journey. It is a teacher led facility and children are able to join in the September after their third birthday. This is the academic year before they are due to join Reception.

It is open Monday to Friday term time only and can accommodate a maximum of 39 children per session.

2. Funded Hours Information.

All children are eligible for the free 15 statutory hours Nursery funding the term after their third birthday.

School offers 30 hour Nursery provision for eligible families who meet the eligibility criteria set by HMRC. This criteria can be viewed here: <https://www.gov.uk/30-hours-free-childcare>

Parents are responsible for providing eligibility codes to the school, if they are accessing 30 hour provision

In September 2025 we will be offering 4 options of provision

- 30hrs Government funded childcare from 8.45am until 3.20pm.
- 30hrs provision made up of 15 hrs Government funded free childcare and additional 15hrs, to be paid for by yourselves at a cost of £24/day or £12 for half a day session.
- 15hrs Government funded free child care spread over 2.5 days – all day Monday + Tuesday 8.45am – 3.20pm and up to Wednesday Lunchtime (11.45am)
- 15 Government funded free childcare over 2.5 days – Wednesday Afternoon (from 12.20pm) and all day Thursday + Friday 8.45am – 3.20pm.

On the days that your child is in provision all day, Parents would be required to provide a packed lunch for their children or purchase a school meal for £2.10. There would be a £2.50 charge for lunchtime supervision. This would be £12.50 per week for option 1 or 2 and £5 per week in option 3 and 4.

3. Admissions to Nursery

Our Nursery has the capacity to accommodate 39 full-time places. We are unable to go over this number. Admissions take place each September. Eligible children can apply at any point within the year and will be allocated a place if one is available.

If our Nursery is over-subscribed places will be allocated through the application of the following criteria, in priority order.

1. Children who require 30 hours who are in public care including adopted children who were previously in care and children who leave care under a special guardianship or order
2. Children who require 30 hours who have a sibling in the school at the time of admission.
3. Children who require 30 hours who do not have a sibling in the school at the time of admission.
4. Children who require 15 hours who are in public care including adopted children who were previously in care and children who leave care under a special guardianship or order
5. Children who require 15 hours who have a sibling in the school at the time of admission.
6. Children who require 15 hours who do not have a sibling in the school at the time of admission.

When there is over subscription, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place. Those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Applications need to be submitted using the schools online application. This will go live from **Thursday 30th January 2025** and the submission system deadline is 9am on **Tuesday 1st April 2025**. Parents will be informed of the outcome of their application on **Friday 4th April 2025**.

4. In year applications and waiting lists

Eligible parents can apply for a place in our Nursery during the year that they wish for their child to attend. If space is available, a place will be offered.

If no space is available, the child's details will be kept on a waiting list maintained by school. This waiting list will be ranked according to the above criteria and places will be offered in rank order as they become available

The Early Years Funded Hours Parent Agreement Form and Acceptance Form must be completed and returned to the school office to secure your Nursery place.

All parents are required to complete an Early Years Funded Hours Parent Agreement Form.

5. Definitions

Sibling: Sibling' includes biological brothers and sisters, as well as stepchildren and fostered children who are part of the same family living at the same address, but does **not** include cousins or children from different families sharing the same house. Every effort will be made to ensure that twins, triplets or children from other multiple births are able to attend the same

Nursery class. If this is not possible every effort will be made to support the family to gain places at another Nursery. If demand from children with older siblings currently attending Silsden Primary School exceeds the number of places available then children will be considered by proximity to the school's main entrance.

Home address: A child's home address is the address at which they live permanently. Where the child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or child minder. If demand exceeds the number of places available then children will be considered by proximity to the school's main entrance. - this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address and the school's main entrance measured in a straight line.

The offer of a place at our Nursery does not guarantee a child a place in the reception class at Silsden Primary School. A fresh application will be required in accordance with the criteria for admissions to reception class. This process is managed by the local authority and further information can be found on our website.

Proof of residency at time of application is required. This can be in the form of a utility or council tax bill or child benefit document. We have been advised that we should only accept completed admission forms if the name and address on the form agrees with the name and address on the evidence of residency provided.

We also need sight of the child's original birth certificate.

6.Requests for changes to Nursery sessions.

Any requests for changes to Nursery sessions should be put in writing to the school office. If we have space to accommodate the change then this will happen from the beginning of the next half term.

Sessions cannot be 'swapped' within the week as the session is booked out against the child and cannot be re-allocated to another and also because staff ratios are set for the number of children expected to attend.

There is a set grace period of 30 days before a 30 hours place is withdrawn from parents whose circumstances change which means they are no longer eligible. After this period the full-time place can only be maintained by paying the school the additional costs which are set out in section 2, bullet point 2.

7.Invoicing

Parents will receive termly invoices at the start of every term for any additional payment relating to 15hour top up or lunchtime supervision, at the start of every term.

Any School meals taken are to be ordered and paid for online, via Arbor, in advance.

This will need to be paid in full by the end of the corresponding half-term, using the schools Arbor system. Failure to settle any outstanding fees, the end of the corresponding half-term will result in your child's nursery place being cancelled.

Parents will be required to pay for the full number of sessions in each term regardless of absence.

7. Withdrawing offers

Once a written offer has been made, there are circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of Nursery education
- A family registering their child at two maintained settings
- Offers will be withdrawn if invoices are not paid in the timescales set out above.

8. Complaints procedure for admissions.

In the event of Silsden Primary School Nursery being full and therefore being unable to accommodate your request parents should contact the Children's Information Link for advice on early years providers and settings in the area.

There are no statutory appeal entitlements for parents / carers refused a Nursery place at a school with a Nursery class.

Should parents wish to make a complaint they should follow the complaints procedure. A copy of this can be downloaded from the school website.

Approved by Governors: 1st October 2024

