



## Holy Trinity Church of England Primary School

### Nursery Admission and Charging Policy

*'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'*

*Each day opens up horizons of hope, aspiration and joy!*

Agreed by staff	19 <sup>th</sup> March 2026	Email & shared CPD /PDM
Ratified By LAC	18 <sup>th</sup> March 2026	Signed and minuted
Shared with Parents	19 <sup>th</sup> March 2026	School Website
Policy Revisit	December 2026	Training Days / CPD

## Nursery Admission and Charging Policy

Holy Trinity Church of England Primary School offers high quality Teacher-led Early Years provision within our nursery unit. Admission numbers are based on staff ratios. There is always at least two members of staff assigned to every Nursery session, led by an Early Years Teacher. The statutory adult to pupil ratio of 1 to 13 (maximum with a teacher) and 1 to 8 (maximum with a non-teaching staff member) is always maintained. This means that the standard admission number is 26 places in the morning and 16 places in the afternoon catering for children aged 3 to 4 years old (additional places may be available at the discretion of the school).

Parents and carers can access both their Universal 15 hours funding and 30 Hours Extended Entitlement per week for 38 weeks per year during term time. We have a limited number of places for the Extended 30 Hour Entitlement which will be allocated in accordance with our school admissions policy. Parents wishing to access this extended funding must meet the criteria and apply online through the digital childcare service. HMRC is responsible for checking whether a parent is eligible and issuing an 11-digit eligibility code, which should be provided to the school along with the parent's National Insurance number and date of birth so that the information can be checked. Parents will be required to sign a Parental Agreement form, which states when and where children are accessing their 15 hours, 30 hours' free entitlement and any additional paid sessions. Children attending the Nursery for 30 hours will be allocated these hours over 5 days.

Session times are as follows:

Session	Time
Morning	08.30 - 11.30
Lunchtime	11.30 - 12.15
Afternoon	12.15 - 15.15

### Applying for a place in our Nursery

The responsibility for determining admissions for nursery age children has been delegated to the Trust's Local Academy Council, who have in turn delegated this responsibility to the Headteacher.

Parents can register a note of interest for their child to attend the Nursery by contacting the school office and completing an online form. Being placed on the note of interest list does not guarantee a place in the nursery. Places will be allocated using the Holy Trinity Church of England Nursery admission criteria listed below.

Applications for Nursery places can be made at any time during the school year and spaces will be allocated according to session availability. Once allocated, places for 15 hours free early year's education will not be revoked. Parents accessing 30 hours extended entitlement will have to reapply every 3 months, when prompted by HMRC, who will check ongoing eligibility. If family circumstances change during a term the child will retain their entitlement to the 30-hour place until the last day of the grace period (date of grace period is stated during application and reconfirmation of code).

The Local Academy Council reserves the right to re-allocate sessions not used on a regular basis (other than sickness/ family holiday)

## Criteria for Admission to Holy Trinity CE Nursery (the nursery follows the NYCC admissions criteria)

ORDER OF PRIORITY:	Notes
<p><b><u>First priority:</u></b> Children and young people in Public Care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority.</i> <i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p>
<p><b><u>Second priority:</u></b> Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school is the most suitable school and the difficulties that would be caused if the children had to attend another school.</i></p>
<p><b><u>Third priority:</u></b>  Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><b><u>Fourth priority:</u></b>  Children within the normal area of the school, giving priority to children in order of date of birth, oldest first.</p>	<p><i>If there are not enough places for all the children in this priority group, we will give first priority to children with a sibling at the preferred school at the time of admission and then to children living nearest the school.</i></p>
<p><b><u>Fifth priority</u></b>  Children of staff at the school</p>	<p><i>a) Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made,</i>  <i>and/or</i>  <i>b) the member of staff has been recruited to fill a demonstrable skill shortage.</i></p>

### Full time (30-hour code funding)

Monday – Friday 8.30-15.15

### Criteria for Admission into the Nursery (F1) Oversubscription

If more applications are received than can be accommodated the children from each priority category will be considered in turn until all available places have been allocated.

### Note of Interest (waiting) lists

A note of interest list of applicants will be held in case spaces become available during the year. It will be constructed according to the Holy Trinity Church of England Nursery Admission Criteria.

## Additional Sessions and Charges

Additional sessions are subject to availability.

Each session of 3 hours will be charged at £18.00. This charge will be reviewed annually.

Parents/Carers can take their entitlement over mornings/afternoons.

Parent/carers who choose to add lunchtime sessions will be charged as follows:

£3.00 per session if bringing a packed lunch *or*

£3.00 per session & £2.35 for a cooked lunch

Parents/carers may choose to book additional sessions (above the 15 hours' entitlement) and request paid lunchtime sessions.

Additional sessions and charges will be added to the parent/ school contract.

Additional sessions must be booked termly and paid for in advance via Arbor or childcare vouchers. ***We can only offer additional sessions once we have received payment.***

Half a term's written notice is required should parents wish to cancel additional sessions at Holy Trinity Nursery. We reserve the right to charge half a term's fees should parents not provide this written notice.

Once additional sessions have been allocated, they will continue to be included in the termly session allocations and included on your monthly invoice unless:

1. Parents have given a half term's written notice to cease the extra sessions
2. The child leaves our nursery
3. Payment for additional sessions charged the previous month is overdue

**During periods of high interest/ oversubscription, requests for additional sessions will be as follows:**

1. We will allocate the 15 hours of free early year's education to the new intake in the first instance
2. If a child is already in receipt of additional sessions, they will be given priority after the new intake 15-hour entitlement requests have been allocated
3. Additional bought hours for new intakes will then be considered

## Fee Payment

Additional bought sessions will be agreed and clearly stated on the parental contract signed by the child's Parent or Carer at the beginning of the child's first term at Holy Trinity Nursery. Payments are to be made by the date stated on the monthly invoice. Payments are accepted on Arbor's Parent Portal or with childcare vouchers. Parents wishing to pay with childcare vouchers must register with their chosen scheme and then send the link to [admin@htceschools.co.uk](mailto:admin@htceschools.co.uk). Individual payment arrangements in exceptional circumstances can be discussed with the Governors or Headteacher. Please talk to office staff should you think you have exceptional circumstances.

If a child is absent due to sickness, refunds or reductions are NOT available. (School costs do not diminish if your child is ill)

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Nursery Fees are to be paid by the date stated on your monthly invoice or any additional paid for session will be withdrawn.

**Overdue fees will incur a 10% surcharge. Payment not received within 10 working days from the date of the invoice will result in the charged being passed to our Legal team and your place could be withdrawn.**

**Attendance at Holy Trinity Nursery School does not automatically entitle children admission into Reception.** A separate admissions form for Reception children will have to be required in line with the local authority co-ordinated admissions scheme. [www.north.yorks.gov.uk/admissions](http://www.north.yorks.gov.uk/admissions)

**You can now find a straightforward explanation of all government childcare support on the new childcare choices website: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)**

### **Voluntary Contributions**

When organising school outings, visits or trips to enrich the curriculum and the educational experience of the children, parents and carers are invited to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip or organised event. If an outing or event goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from those who have paid.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- enhance the provision linked to children interests
- visit from outside organisations to enhance the curriculum such as a mobile zoo
- outings in the local community
- baking
- provision of new foods at snack time

