

Extended Services: Little Robins Nursery Extended Wrap Around Provision Policy

Robins Lane Primary School
School Policy



Aim
High,
Fly
High



Extended Services: Little Robins Nursery Extended Wrap Around Provision Policy

Admissions Policy

Robins Lane pre-school provision is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Nursery Extended 'Wrap' Provision

As well as offering a 26-place maintained nursery provision at Robins Lane, we also offer;

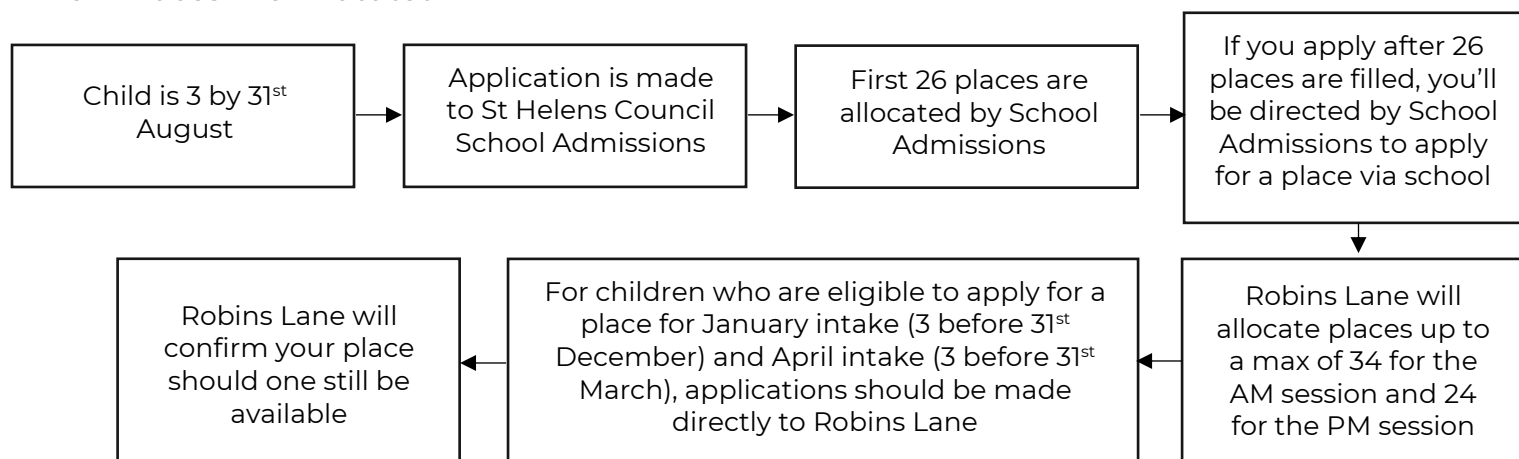
- An additional 8 places in our morning Nursery
- Up to 24 places in our afternoon Nursery

This is what we call extended 'wrap' provision.

The extended 'wrap' provision can be used as;

- An extended funded childcare provision for children in our maintained nursery who are eligible for 30-hours free childcare
- An extended paid childcare provision for children in our maintained nursery
- A funded 15-hour/30-hour Nursery place for children not allocated a place via School Admissions in our Maintained Nursery
- A paid Nursery place for parents who aren't entitled to 30-hour funding, but wish to pay to top-up session

How Places Are Allocated



Registration and Requirements

When a parent/carer contacts the school enquiring about a place for their child, they will be given all the relevant information they require including details of the admissions process, funding and fees. Parent/carers will be asked to complete an application form. It is also a requirement to show school office staff the child's original birth certificate or passport and proof of address which is photocopied and recorded for our files.

Parents/carers will also be asked to complete and sign the Emergency Contact and Medical Details Form which is held centrally in the school office.

Priority of Admissions



To ensure that admissions to our Little Robins Extended Childcare 'Wrap' Provision are offered on a fair and transparent basis, we will allocate places in the following order:-

1. Children in care.
2. Children who are already attending Robins Lane Nursery and are eligible for 30-hours childcare funding.
3. Children who are due to start Reception in September of the following year.
4. If places still remain after these allocations, they will be offered on a first come, first served basis to children aged 3+ who do not fall into the above three categories.

If necessary places will be allocated as follows:-

1. Children who have siblings currently at Robins Lane school and who will still be at school when your child takes up their place.
2. The distance lived from Robins Lane school.

Offering Your Child a Place and Acceptance

All parents/carers will be informed by letter of the place their child has been allocated. You must accept the offer of a place in writing (or email) within **two calendar weeks**, otherwise the place will be re-allocated and your child will be removed from the waiting list.

Government Funded 30 Hour Childcare

Eligible working parents can receive up to 30-hours free childcare for preschool pupils.

Parents can check their eligibility now using the online childcare calculator www.gov.uk/childcare-calculator and, if eligible, submit an online application ahead of admission to Nursery. Once signed up, parents will receive an eligibility code to take to their childcare provider. Childcare providers will then check the code with their Local Authority and parents/carers can book their child's extended childcare.

How do we deliver the 30-hours free childcare at Robins Lane?

If a child is enrolled in the morning Nursery sessions and is eligible for 30-hours, their basic offer is as follows:

On four days (i.e. Monday to Thursday), your child's daily session begins at 8:30am and ends at 3:15pm.

Children will need to bring a packed lunch.

On one day (i.e. Friday), they would attend a morning session beginning at 8:30am and finishing at 11:30am.

If parents/carers wish for their child to attend for five full days, they can pay to top-up the additional afternoon.

Charges

The charges for our Little Robins Extended Childcare 'Wrap' Provision is agreed and set by the Governing Body at Robins Lane Primary School annually.

Payment of fees should be made by Friday 12pm, prior to the start of the week.

Payments should be made by ParentPay or registered childcare vouchers.

If the fees are not paid on time, the school office will notify the parent/carer that the place/session is cancelled.



If fees are paid persistently late or not at all with no explanation, the school will be forced to terminate that child's place.

Parents/carers are encouraged to speak to a member of staff if they have any query about the charging policy, or if, for any reason, they are likely to have difficulty in making a payment on time.

Charges for the 2022-2023 Academic Year

Lunch time only session	11.30am – 12.15pm	£4.00
Afternoon only session	12.15pm – 3.15pm	£17.00
Full Wrap session	11.30am – 3.15pm	£20.00

Waiting List

When all places have been allocated a waiting list will be made for any additional applicants. Where a space subsequently becomes available this will be advertised to all on the waiting list by email or telephone. Places will then be allocated according to the date on the original registration form received.

Appeal

If a place or requested session/s is unavailable, parents have the right of appeal to the Full Governing Body of Robins Lane Primary School. Parents will need to write to the Chair of Governors c/o Robins Lane Primary School, detailing their reasons for appealing against the decision.

Nursery Wrap Around Provision Staffing Team

EYFS Leader & Nursery Teacher: Miss R Petre

Nursery Level 3 Learning Assistant & Little Robins Extended Wrap Around Lead: Mrs C Asson

Nursery Level 2 Learning Assistant: Miss J Range