



Admissions Policy

Bright Stars is open to every family in the community and accommodates up to 32 children during any one session. We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

Children are admitted to the nursery the term after their second birthday, dependent upon the availability of space, and readiness of the individual child to stay happily within the group. Your child can remain with us until the term before his or her 5th birthday. Please note, attendance at Bright Stars does not guarantee a place in Rudston Primary School

Due to the school admissions policy of all children starting school in the year that they are 5, most children start with us during the Autumn term. We are unable to keep places open for those children who have either a Spring or Summer birthday. However, they will be given priority should places become available and can usually have the sessions of their choice in the following Autumn term.

The Free Early Education Entitlement for 3yr olds entitles children to a maximum of 15 hours per week, for 38 weeks of the year, free of charge. In order for your child to qualify for these 15 free hours, they must be 3 years of age before the start of each new term i.e. 1st September, 1st January and 1st April. We recommend that children who receive this entitlement attend the nursery for **5 sessions per week** as this provides continuity and supports friendship development. These sessions will be allocated in the following way:

- * **5 morning sessions (8:30am-11:30am)**
- * **5 afternoon sessions (12:30pm-3:30pm)**
- * **2 ½ days, session-morning or afternoon as available.**

Additional sessions are also available and are charged at our current sessional rate. Wherever possible, we will try to accommodate the needs of individual children and families.

Terms and conditions of the Free Early Education Entitlement state that children may lose their funded place if they do not attend regularly without a reason being provided for their absence. Therefore, if your child has not attended half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the nursery unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday). If your child has not attended nursery for 3 weeks without any explanation we reserve the right to offer their sessions to another child after contacting you and discussing the situation.

Government funding is also available for 2yr olds who meet the necessary criteria. Details of eligibility can be found on the Liverpool City Council website (www.liverpool.gov.uk). We recommend that younger children attend for a minimum of **3 sessions per week** which may increase to 4 or 5 when parents and staff

feel they are ready and able to benefit from more sessions, subject to availability of places. Less than this does not give enough continuity for a child to settle adequately within the nursery.

Parents/carers are encouraged to visit with their child shortly before admission is due. We recognise that starting nursery is an anxious time for both parents and children, therefore our settling-in procedure is flexible and will be tailored to your child's individual needs. Children may attend for short periods at first; gradually building up to a full session. Parent/carers are welcome to stay for the first session or two if necessary.

Fee structure

* Morning session (8:30am - 11:30am) - **£16.00 (3/4 years) £17.00 (2 years)**

* Afternoon session (12:30pm - 3:30pm) - **£16.00 (3/4 years) £17.00 (2 years)**

* Lunch Club (11:30am-12:30pm) - Hour of care with hot dinner option - **£5.00**

* A deposit of £100.00 is required for all weekly fees. This will be deducted from the final balance when your child leaves

Fees are still applicable on bank holidays and in the event of absence due to sickness or family holidays.

Fees are not payable during school holidays or training days.

In the event of late or non-payments, parents/carers will be required to attend a meeting with the School Business Manager to discuss the matter. We reserve the right to withdraw a child places and offer the places to children on our waiting list.

If you wish for your child to no longer attend Bright Stars you must give four weeks' notice in writing to terminate your nursery place.

Agreed by Staff: Autumn 2018

Reviewed: Autumn 2019