



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 they are 30 months old 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.

At Bright Stars, we offer places for two, three and four-year free early education. We will not offer places to families until the child's eligibility has been checked and we have received confirmation. This will be done by:

- Checking the child's age through their birth certificate or passport
- Requesting the reference eligibility code from the parent/carer
- Completion of a parent declaration form

Two-year-old free early education

The government offers 15 hours' free early education, for eligible families. Parents can check their eligibility for this entitlement on <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

Three-year-old free early education

Every child is eligible to 15 hours' free early education the term after their third birthday. This eligibility remains until they start full time school, by the term of their fifth birthday. This funding is universal and open to all children.

Some three to four year olds are eligible for a total of 30 hours' free childcare. This is an additional 15 hours on top of the universal entitlement for three/four year olds. Parents can check their eligibility for this entitlement on <https://www.gov.uk/30-hours-free-childcare>

The sessions are as follows:

- * **Morning session (8:30am-11:30am)**
- * **Afternoon session (12:30pm-3:30pm)**
- * **Full day (8.30am – 3.30pm)**

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.

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) - **£17.00**

* Afternoon session (12:30pm - 3:30pm) - **£17.00**

* Lunch Club (11:30am-12:30pm) - Hour of care with hot dinner option - **£10.00**

* A deposit of £100.00 is required; this will be refunded when your child leaves Bright Stars.

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 2020

Reviewed: Autumn 2021