NURSERY REGISTRATION & FEES POLICY

DATE OF LAST REVIEW :	1st September 2026
REVIEWED BY :	Governing Body / Executive Head Teacher
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NURSERY REGISTRATION & FEES

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Admission

Thank you for your interest in our nursery at Gorse Ride Schools. We are delighted at the opportunity to welcome you and your child to our community.

Should you have any questions, please contact a member of our team on 0118 973 4880 or email nurseryadmin@gorserideschools.co.uk

In order to apply for a space, complete the admissions form found online.

Once accepted, a **non-refundable deposit of one half term un-funded fees** will be payable and applied to the last month.

Admission Number

The admission number is agreed by the local authority and will be published on an annual basis. Currently the admission number is set at a maximum of 30 children per session (morning and afternoon). All sessions are run with a ratio of 1:8 with NVQ level 3 teacher and 1:13 with a qualified teacher.

Age Entry

Children can be admitted to nursery at the start of the term following their third birthday if places are available.

Child born between:	Eligible for a place in the:
1st September and 31st December	Spring Term
1st January and 31st March	Summer Term
1st April and 31st August	Autumn Term

Sessions and Funding

The Nursery operates on a term time basis only and these dates are published on the Gorse Ride Schools website. There are ten sessions available per week, two sessions per day and the option to stay for a supervised lunch.

The session times are as follows:

- 8.45 am -11.45 am (morning)
- 11.45 am – 2.45 pm (afternoon)
- 2.45 pm – 3.15 pm (extended session)

Universal Entitlement (15 hours)

Every child is entitled to 15 hours funding which is offered as five three-hour block sessions. In order to receive the funding, parents must commit to send their child for all sessions (excluding absences for illness or holiday).

Parents have the option of enrolling their child in full day sessions even if they do not qualify for the extended entitlement. A fee will be charged (see below).

Extended Entitlement (30 hours funding)

We offer a maximum of twenty-four and a minimum of six extended entitlement places (30 hours) each academic year, based upon our admissions criteria. The 30 funded hours will provide a morning and afternoon session in our Nursery for five days.

Parents/Carers are responsible for providing a valid eligibility code at least one week before the end of a full term to ensure their 30 hour funding continues. Eligibility for the additional free hours is determined by HMRC through an online application process, details of which can be found at: https://www.gov.uk/30-hours-free-childcare. It is possible to get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

Extended Session

We offer an extended session from 2:45pm to 3:15pm to match the end of the school day. Childcare vouchers are also accepted as payment for this sessions. Payment is payable in advance each half term.

Fees & Payment

Deposit: Equivalent to half a term non-funded fees to be applied to last term attendance.

Extended Session: £3.50 per session

Additional sessions for those who do not qualify for Universal entitlement: £15.00 per session

Once booked, sessions are invoiced half-termly in advance. Payments must be made in advance only via Scopay or childcare vouchers. Session fees are non-refundable and therefore if your child is unwell or unable to attend the sessions, no refund will be given. The exception to this is for those who provide half a term notice of leaving nursery and payments have been made in excess of half a term.

Cancellation/Attendance

Notice of leaving nursery must be supplied **half termly** in advance, in writing by a parent/guardian. The deposit fee will be applied to the final half term from when notice is supplied.

If any child is unable to attend sessions parent/guardians should inform the Nursery admin team. Session fees will not be refunded. However, in the event of school closure a 50% refund will be issued.

Children must attend all their allocated hours unless sick or special circumstances. Funded hours are based on attendance and recurring absences result in funding being withdrawn to the nursery. Failure to attend sessions may result in a £15 charge per missed session.

Applications

Parents should apply at least half term in advance of admittance. Children will be waitlisted if no space is available at the time of application.

Parents will be asked to provide, following the allocation of a nursery place, the child's birth certificate to verify the child's date of birth.

Where the nursery is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill. When families move to the designated area, documentary evidence of the move may be requested e.g. rental agreement or exchange of contracts.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting. The offer of a place may be withdrawn if false or misleading information is given.

Allocation of Places

An admissions committee, processes the applications.

Informing Parents/Carers Regarding Applications

If demand is very high, we may not be able to provide 30 hours' provision to all applications. In this circumstance they will be offered 15 hours and the option of being placed on a wait list for 30 hours. Allocation of places from the wait list will be based on the criteria listed below.

Allocation of Places (oversubscription criteria)

The following criteria will be used to allocate the available places where we receive more applications than can be accommodated:

a) Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order (previously looked after children) (see note 1 below)
b) Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
c) Children whose permanent home address is inside the designated area for Gorse Ride Schools and at the time of application, has a sibling who is expected to be at the school when the child will enter the Nursery.
d) (see note 2 below)
e) Children whose permanent home address is in the designated area for the nursery.
f) Children whose permanent home address is outside the designated area for the nursery and who, at the time of application, has a sibling who is expected to be at the school when the child will enter the Nursery.
g) Any other children

Note 1

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 1989. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable: confirmation by the home local authority that the child is looked after or confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Waiting Lists

A waiting list will be held of unsuccessful applicants in the case spaces become available during the year. The waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list. Tie Breaker Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred linked nursery in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and linked nursery.

Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required. Multiple births or children with birth dates in the same academic year. Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the setting going above the admission number. Accepting or declining the offer of a place, Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the setting within three weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list. Parents are requested to advise the setting at any stage if they are not accepting the place for any reason.

A place in the nursery does not guarantee a place in the school when the child reaches school age to enter Reception. Applications must go through the Wokingham admissions procedure.

Deferring a place

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term. Where parents wish to defer they are required to declare this on the acceptance form. Deferment of a place by up to one term will not prejudice the application. Should parents wish to defer for more than one term, they would need to re-apply in the normal way.