



The Shells Nursery at Oldway Primary School Admissions Policy and Terms and Conditions

The Shells Nursery at Oldway is run within the main school which is part of the Riviera Education Trust. It operates for 38 weeks per year from 8.45a.m. - 3.15p.m. which equates to 32.5 hours per week and mirrors the main school holiday dates. In response to parental demand, we are offering options that are deliverable within our nursery setting to parents who are entitled to 15 hours funding as well as those entitled to the additional 15 hours funding.

In addition, families have the option to either pay for Breakfast Club or include it in their funded hours from 7.45a.m. – 8.45a.m. and also the After-School Club, open between 3.15p.m. – 6.00p.m. This may be used as funded hours (up to a maximum of 10 hours per day) or paid for as extra. This allows families to access complete wrap around care from 7.45am – 6.00pm if needed. Breakfast Club sessions cost £4.40 and After School Club sessions cost £8.75. We do have a limit on the number of spaces available to our nursery and reception age children, and we therefore cannot guarantee that a space will be available if these are full.

Children will be allocated a place based on the following criteria

1. Children with an EHCP or who are CLA
2. Children who have a sibling already attending Oldway Primary School
3. Distance from school

We are able to offer **full day sessions** throughout the week according to demand, with the option for a half day on a Friday (08:45 – 12:45).

Additional hours to the funded hours incur a charge at a rate of £5.75 per hour (from September 2025 and is subject to change following an annual review). Additional paid sessions may be added according to availability.

Age of admittance

The Shells Nursery is open to children from the age of 3 years with up to 15 or 30 funded hours available per week from the term after their third birthday. Additional paid sessions may be added in addition to funded ones, according to availability.

We can also consider applications from families that are in receipt of 2-year-old funding, so their child can start nursery once they turn three with funded sessions. For families not in receipt of 2-year-old funding, we can also consider applications for a child as soon as they turn three (according to availability), but these sessions will be charged until the term after their 3rd birthday when funding will commence.

All parents/carers must complete a registration form, detailing in full any health, dietary, medical, medicinal, allergic or other special needs. Parents/carers must also complete a permissions form and a Home-School agreement. Places will be offered in the summer term for the start of the new school year in September. Any request to change the pattern of days or increase days will be subject to availability in the provision and is at the nursery's discretion.

Fee schedule

Fees are due half-termly in advance on the first day of each half term, payable through the online cashless ParentPay system. If you have indicated that you will pay by childcare vouchers, we will keep a record of this. Please ensure that voucher payments will be enough to cover your child's nursery costs.

No charge is made when the nursery is closed during school holiday periods, bank holidays and non-pupil days. There is no reduction for other holidays or child absence (see the section below). The nursery reserves the right to withdraw a child from the provision if fees remain unpaid.



Holidays, absences and notice to terminate

The nursery is open for 38 weeks of the year during term-time. Fees are payable at the full rate for all periods of child absence, including holidays taken during term-time and sickness. A calendar months' notice in writing or a month's fees in lieu of notice is required from the parent / carer to terminate a child's place in the nursery or reduce the number of hours normally taken by that child. Where a child's place is terminated by the nursery due to non-payment of fees or other dispute, a charge equivalent to one month's fees will be made by the nursery in lieu of notice.

Early Years Entitlement Funding

Please note that it is the parent's responsibility to ensure that their application for Early Years Entitlement funding is made in line with the Local Authority's requirements. Late, incomplete or invalid applications may result in nursery fees being charged at our normal rates for these sessions. Parents/carers will need to complete a form to confirm their eligibility for 30-hour childcare funding. Those not entitled to 30-hour childcare can pay for additional hours at the rate of £5.75 per hour. You must tell us if you split your nursery funding between providers.

Snacks and meals

Our school provides a milk scheme – Cool Milk - that is available to all of our pupils and is free for under-5s; parents will need to register their child. Nursery children also receive free fruit. They will need a packed lunch, including a drink, each day they attend the Nursery.

Sickness and illness

Any child who has, or develops, an infectious illness must be kept at home. This includes conditions such as vomiting, diarrhoea, discharges, conjunctivitis, sore throat and obvious rashes. In order to prevent the spread of illness, any child suffering from vomiting or diarrhoea must be kept at home until clear of symptom for a minimum of 48 hours. Fees are payable at the full rate during the period of sickness absence from the nursery, where these are charged.

Behaviour

We promote positive behaviour, encourage good manners, self-control and consideration and respect for others and property. We distract children from poor behaviour and redirect their attention to something different and positive, which normally works very well. However, as a last resort, we have to reserve the right to exclude a child from nursery if their persistent poor behaviour affects the safety or well-being of other children.

Notice of change

Terms are subject to change in whole or part with one month's notice.