

Nursery Admissions Policy 2024/2025

Carlyle Infant and Nursery Academy offers provision for a maximum of 26 places in each session. A session is defined as either a morning or an afternoon.

3- and 4-year-olds (Children starting CINA Nursery the term after they are 3) can choose from the following options:

Options	Times	Funded Hours	Additional Hours	Entitlement to Extended free childcare for 3- and 4-year-olds** Charge for placement per week	Non entitlement to Extended free childcare for 3 and 4 year olds Charge for placement per week
Five mornings a week	8.45-11.45	15*			
Five afternoons a week	12.15-3.15	15*			
Five Days	8.45-3.15	15*	17.5		£91.87
Five Days	8.45-2.45	15*	15		£78.75
Five Days	8.45-3.15	30**	2.5	£13.12	
Five Days	8.45-2.45	30**			

***15 hours Funded Hours for 3- and 4-year-olds:** All 3- and 4-year-olds can access 15 hours of free childcare a week.

**** Extended Hours for 3- and 4-year-olds (30 hour childcare offer):** Some working families may be eligible to increase their hours up to 1140 a year. To find out more and apply visit www.childcarechoices.gov.uk or call 0300 1234 097

Additional charge per week over 15 hours entitlement is £5.25 per hour. We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence. If you wish your child to have a hot lunch, there is an additional charge of £3.00 per day in addition to the costs outlined above.

Carlyle Infant and Nursery Academy will always endeavour to offer places to 3- and 4-year-olds in the first instance. However, if there are spaces available and ratio allows, we will then offer spaces to our Rising 3s using the same admissions criteria. Further information about Rising 3s can be found below.

Rising 3 children (Children starting CINA Nursery the term in which they turn 3):

Options	Times	Funded Hours	Additional Hours	Charge per placement per week
Five mornings a week	8.45-11.45	15*		
Five afternoons a week	12.15-3.15	15*		
Five Days	8.45-3.15	15*	17.5	£140
Five Days	8.45-2.45	15*	15	£120

*15 hours Funded Hours for Flying Start 2-year-olds OR 15 hours funded 2-year-olds working entitlement.
To find out more and apply visit www.childcarechoices.gov.uk or call 0300 1234 097

Additional charge per week over 15 hours entitlement is £8 per hour. We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence. If you wish your child to have a hot lunch, there is an additional charge of £3.00 per day in addition to the costs outlined above. These fees will remain the same throughout the whole term in which your child turns 3.

Nursery Admissions Criteria

Children will be admitted to Carlyle Infant and Nursery Academy from the age of three in the following order:

1. Vulnerable children as designated by the Local Authority. These are defined as Looked After children, children deemed to be at risk on the Child Protection Register or Children In Need;
2. Children in order of birth date, with the oldest first, living within the catchment area with a sibling in the Academy at the time of their admission;
3. Children in order of birth date, with the oldest first, living within the catchment area without a sibling at the Academy;
4. Children living out of the catchment area but with a sibling at the Academy.
5. Children living out of catchment area.

Applications satisfying the same criteria will be decided on the basis of a straight-line measurement from the centre of the main dwelling to the school using the National Ordinance Survey set points.

Carlyle Infant and Nursery Academy intake months are September, January and April only.

Confirmation of places will be issued in February, May and November for children starting the following term.

Admission into the Nursery does not guarantee admission into Reception at Carlyle Infant and Nursery Academy. For admissions to Reception to Year 2 please refer to the Academy Admissions Policy.

Nursery Additional Hours Terms and Conditions

Payment of Fees:

- 1.1 Fees must be paid monthly or weekly in advance of the sessions being taken.
- 1.2 Payment for additional hours are to be paid by ParentPay, activation letters are issued by the school office.
- 1.3 We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence.
- 1.4 Fees are reviewed once a year. Any changes of fees, you will be notified at least 4 weeks in advance.
- 1.5 If your child is late being picked up on a regular basis, we will begin charging for the extra half an hour kept at Nursery, or place your child into Night Owls at a charge.
- 1.6 Meals are £3.00, if you wish for your child to receive a hot dinner from our Academy, these must be pre-booked and pre-paid a week in advance.

Termination or Suspension of this agreement by the Academy:

- 2.1 We have the right to withdraw additional hours if you have failed to pay any fees.

Termination of this agreement by Parent:

- 3.1 If you wish to terminate the additional hours, you must give Nursery two weeks written notice in writing or via email address info@carlyle.theharmonytrust.org

Request of change of hours:

- 4.1 If you wish to increase your child's additional hours, you must give Nursery two weeks written notice in writing or via email address info@carlyle.theharmonytrust.org. If we unable to offer these hours, the Nursery will hold a waiting list.
- 4.2 If you wish to decrease your child's additional hours, you must give Nursery two weeks written notice in writing or via email address info@carlyle.theharmonytrust.org

Confirmation:

The above Terms and Conditions supersede those previously issued and take effect from 1st September 2024. Failure to adhere to the above terms may result in the suspension of your child's place. Outstanding debts may be referred to Harmony Trust Finance Team. Legal proceedings may form part of the debt recovery process. By accepting or continuing to accept a place for your child, you agree to accept the Terms and Conditions stated above and any future variations (subject to one calendar months' notice being given of any such changes).