



# Admissions Policy

August 2016

## Coming for a Visit

We welcome families and their children to come and have a look around the nursery before they submit an application. We host Nursery 'tours' every Tuesday morning at 10.30 which enables you to look around and ask any questions you may have. The tours last around one hour and are timed to minimize disruption for the children attending nursery and the activities taking place.

You can book a visit by emailing [nursery@northumbria.ac.uk](mailto:nursery@northumbria.ac.uk) or by telephoning the nursery 0191 2274358.

## Applications

Applications are welcomed from staff, students and members of our community. We recommend that you apply for a place as soon as possible especially if you are expecting a child or your child is aged less than 18 months. Our holding list times can vary depending upon which sessions you are looking for.

Both full and part week places are available which allows children to attend for the full day, morning or afternoon session. Unfortunately the nursery does not operate as a crèche.

Application forms (staff user or student/community user) should be completed online and emailed to;

[nursery@northumbria.ac.uk](mailto:nursery@northumbria.ac.uk)

If you are unable to complete your application online, please post your application form to;

Judith Curry  
Northumbria University Nursery  
City Campus East  
Newcastle upon Tyne  
NE1 8ST

Your request for a nursery place will be considered once we have received your completed nursery application form and a £25 non-refundable registration fee.

Applications should be received at least one full calendar month before your child's preferred start date.

All applications are placed on the nursery holding list and are considered on a rolling month to month basis taking into account applicants preferred start dates, age of child, attendance patterns and space being available in the relevant rooms. When considering a place for a very young child we need to calculate space availability for the full 3 to 4 years they may stay with us! For this reason, applications cannot be considered on a 'first come first served' basis

Judith Curry (Nursery Manager) manages the nursery place allocations process.

## Allocation of a Place

A place will be allocated taking into account your 1<sup>st</sup> then 2<sup>nd</sup> choice of preferred start dates and attendance patterns. The place allocated will be an established regular pattern of attendance and will form part of the Nursery User Contract and is the basis for fee calculation.

If we have a place for your child you will be informed by letter by the notification deadlines below.

Application Received	Allocation of a Place	Accepting the Place
If we receive your completed application during the month of;	If we are able to allocate a place for your child we will send you a letter by the end of;	If you wish to accept the offer of a place you must return your acceptance and deposit no later than;
January	February	15th March
February	March	15th April
March	April	15th May
April	May	15th June
May	June	15th July
June	July	15th August
July	August	15 September
August	September	15th October
September	October	15th November
October	November	15th December
November	December	15th January
December	January	15th February

To accept an allocation of a place you will need complete and return the acceptance form together with £100 acceptance deposit to secure your child's place. If your acceptance form and deposit is not returned by the due date, it will be assumed that the place is no longer required and your allocated place will be withdrawn.

Your child's nursery place and start date is deemed accepted when we receive your signed acceptance form and deposit.

The maximum period permitted to defer your child's starting date after you have returned your agreement and deposit is no more than **four weeks** later than your child's original starting date. We require at least one full calendar month notice from you before your deferred place can be agreed.

Following receipt of your acceptance form and deposit and before your child is due to start nursery, you will then receive your contract, payment details and an invitation to visit the nursery for a 'getting to know us session' and to arrange settling in visits for your child.

If you have not received an allocation of a place by the notification deadline you will receive an email to inform you that your application has been unsuccessful.

If you have indicated on your application form that you wish to remain on our holding list if you are not allocated a place we will let you by email then your application will remain on file for four months and your application will continue to be considered on a rolling month to month basis for that period. We will contact you by letter if a place becomes available during this time.

If you indicated that you do not wish to remain on our holding list and if you are not allocated a place then your application will be destroyed.

NB On giving the required notice your £100 deposit will be refunded during the month your child leaves nursery. In the event your child does not take up their accepted place the deposit is non-refundable.

<b>Session</b>	<b>Fee</b>
Full Day	52.74
Full Week	241.71
Morning	34.05
Afternoon	31.86
Mornings full week	170.25
Afternoons full week	159.30

**Session times: Full Day – 7.45am to 6.15pm, Morning – 7.45am to 1.00pm, Afternoon – 1.00pm to 6.15pm**

Nursery fees are based on a 50-week year, calculated into a monthly fee.

Invoices are issued up to 31<sup>st</sup> July and are payable by direct debit or direct from salary on the month of nursery use. Nursery fees are subject to review from 1<sup>st</sup> August every year.

Full day sessions include breakfast, lunch and afternoon tea, morning sessions include breakfast and lunch and afternoon sessions include afternoon tea.

If there are any changes to your circumstances please discuss this with Nursery Manager immediately.

**Non-Payment of Nursery Fees may result in your child's place being terminated at the end of that month in which fees are owed.**

# Nursery Contract

## **Nursery usage**

If you are receiving Free Early Years Entitlement, Childcare Bursary or Nursery Grant you must use the nursery for the attendance requirements you have requested.

## **Changes to the pattern of attendance**

Users are required to give one whole calendar month's written notice\* to request a change in the pattern of attendance.

When a reduction in your child's attendance is requested due to a change in your personal circumstances i.e. extended holiday leave, sabbatical, maternity leave etc and has been agreed, any subsequent requests to increase their pattern of attendance will not normally be considered more than three months before the change in attendance is required.

Unfortunately attendance patterns cannot be changed mid-month and notice of changes to pattern of attendance must expire at the end of the calendar month. We cannot guarantee that a request for a change of pattern of attendance can be offered as this depends upon places being available in the nursery.

More than one change requested and agreed per term i.e. Sept to Dec, Jan to April and May to August will be subject to a £10 admin fee.

Part-time children are unable to swap days of attendance due to illness, holidays, etc.

\*e.g. one whole calendar month notice given 10th Feb would give you a 'whole calendar month notice for the month of March' therefore changes would be considered to take effect from 1<sup>st</sup> April

## **Leave entitlement**

Fees are based on a 50-week year, which has two weeks' fees deducted, then are calculated into 12 equal monthly payments. No fees are deductible due to children being on holiday.

## **Absence from the nursery**

There is no reimbursement of fees in the event of a child's sickness or any other reason. Where a Bank Holiday falls on a day which your child would normally attend

nursery you will be charged for attendance.

### **Nursery closure**

The nursery will close during Northumbria University's Christmas closure period. The nursery also closes for 2.5 days per year for staff training and development and termly at 5pm for staff meetings and end of term events. A calendar of events and closures will be sent out with your contract.

### **Withdrawal from the nursery**

For children aged 3 months up to their 3<sup>rd</sup> birthday, at least one whole calendar months' notice\* in writing or one whole calendar month's fees in lieu must be given to withdraw your child from the nursery.

For children aged 3 years and over, at least three whole calendar months' notice\* or three whole calendar months fees in lieu of must be given to withdraw your child from nursery.

Notice of withdrawal must expire at the end of the calendar month.

\*e.g. one whole calendar month notice given 10<sup>th</sup> Feb would give you 'one whole calendar month notice for the month of March' withdrawal would be last day in March. Three months calendar notice given 10<sup>th</sup> Feb would give you 'three whole months' calendar notice for March, April & May and withdrawal would be last day in May.

Due to the high volume of 'holding list' applications we are not normally able to consider a re-application for a child who has been withdrawn to re-start nursery more than three months in advance of their new start date.

### **Additional days at the nursery**

Space is sometimes available in your child's room should you need to book extra additional, temporary and casual days in nursery for your child. Please enquire at Nursery Reception if we have space on the day/s you need.

All extra days fees at nursery are payable by vouchers/cheque/cash in advance of the day/s you have booked.

## Free Nursery Hours

All 3 and 4-year-olds in England are entitled to maximum of 570 hours of free early education or childcare hours per year.

Northumbria Nursery delivers this as a 'Stretched Entitlement' for children attending a full day, morning or afternoon over 50 weeks.

This means children attending can claim 3.8 hours free nursery hours per day up to a maximum of 11.4 hours per week:

$$3.8 \text{ hours per day} \times 3 \text{ days} = 11.4 \text{ hours per week}$$

$$11.4 \text{ hours per week} \times 50 \text{ weeks} = 570 \text{ hours per year}$$

Parents requiring only 15 hours Free hours over 2 or 3 days for 38 weeks per year should contact the Families Information Service; email: [fis@newcastle.gov.uk](mailto:fis@newcastle.gov.uk) telephone: 0191 277 4133 for advice of other childcare providers in Newcastle where this may be available\*

\*Special consideration may be given in extenuating circumstances for the provision of one funded free place at Northumbria Nursery

## 2-year-olds

Some 2-year-olds in England can also get free early education and childcare hours depending upon eligibility.

For further information about the Free Hours delivery please contact Deborah Thorpe

## Contact Numbers

Deborah Thorpe – Executive Childcare Manager 0191 2274567

Judith Curry - Nursery Manager 0191 2274358