



CHORLTON CE PRIMARY SCHOOL

NURSERY – Parent Information Leaflet

✓ KEY MESSAGES (PLEASE READ)

- Nursery places are offered for the full academic year and are full-time places.
- Fees are payable monthly in advance and the full amount is due regardless of attendance.
- A full term's notice must be given in writing to withdraw a child and fees must be paid in full for the notice term.

👤 NURSERY PLACES (WHO CAN APPLY?)

- Children must be **3 years old on or before 31st August** in the year they start Nursery.
- Places are offered for the **complete academic year**.

⚠ **Please note:** A Nursery place does **not** guarantee a Reception place. Reception applications must be made separately through the Local Authority.

★ HOW PLACES ARE OFFERED

If we have more applications than places, we follow Local Authority admission priorities:

1. Children in Local Authority care
2. Exceptional medical/social needs
3. Siblings already attending Chorlton CE (same address)
4. Children of staff (2 years' continuous service)
5. Distance from school (DfE distance tool)

✓ FREE HOURS & FUNDING

All children receive **15 hours free childcare per week**. Some families may qualify for **30 hours free childcare** through HMRC Childcare Choice. To check eligibility and apply, visit: www.childcarechoices.gov.uk. A valid eligibility code must be provided to school before the extended entitlement can be applied.

📌 FEES AT A GLANCE

✓ All children

- **15 hours per week = FREE**

✓ 30 hours funded children

Children attend Nursery for **6 hours 30 minutes per day**. 30-hour funding covers **6 hours per day**, leaving **30 minutes unfunded**.

Additional charge:

- **£2.50 per day** (currently **£12.50 per week**)
- Charged for **38 weeks per year**
- Charges may change (parents will be informed)

✓ Children not receiving a fully funded full-time place

- The first **15 hours are free**
- Remaining full-time hours are charged (top-up fee applies)

📌 IMPORTANT FEE INFORMATION

✓ Each Nursery place is offered on a full-time basis.

We may be able to offer part-time attendance in some circumstances, however:

→ **the place remains full-time and full fees still apply.**

✓ Fees are payable monthly in advance

✓ Full monthly fees are payable regardless of how many days your child attends

✗ No refunds are given for absence

Places may be withdrawn and offered to another child if:

- fees are not paid by the due date and/or
- attendance is not consistent

✂ WITHDRAWING FROM NURSERY (NOTICE PERIOD)

If you wish to withdraw your child from Nursery:

✓ A full term's notice must be given in writing

✓ Fees must be paid in full for the entire notice term (even if your child does not attend)

✗ No refunds will be made once notice has been received

🕒 ATTENDANCE

Children are expected to attend:

- regularly
- punctually

Please notify Nursery staff as early as possible if your child will be absent.

🌱 SETTLING IN & TRANSITION

We support children and families through a structured settling-in period. Most children are expected to be settled into Nursery routines by early October.

📌 INCLUSION

Every child is valued and supported as an individual. We work closely with families to meet children's needs wherever possible.

📄 APPLICATIONS

Application forms are available via the school website. All parents/carers must apply, even if a sibling already attends the school.

If you feel your application has not been processed in line with this policy, you may follow the school Complaints Procedure.