



Christopher Rawlins C.E. Primary School
 Adderbury BANBURY OX17 3NH
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 Headteacher: Mrs L Murrey

Dear Parents

Procedures for Registration and Session Requests

Please see further information below about timings and booking of sessions including session entitlement.

Session Entitlement at Christopher Rawlins Nursery:

- In Oxfordshire children become eligible for funded sessions in the term **after** their third birthday (see below)
- Eligible children can be allocated up to 15 funded hours per week during term time – spaces permitting.

Term start dates for determining eligibility are based on government legislation and NOT Oxfordshire term dates. Children **must** have had their **3rd birthday before** these dates to receive government nursery funding.

Please contact the school if you wish for your child to start before they are eligible for funding but after their 3rd birthday. This can be negotiated if we have spaces, but this will be chargeable to you as parents until the funding can be applied for.

Date of third birthday	Term Dates
1 April - 31 August	Term 1 - September
1 September - 31 December	Term 3 - January
1 January - 31 March	Term 5 - April

Eligibility Example;

If your child was born on the 7th September 2020, you cannot claim Nursery Education Grant for the Autumn Term 2023, but you will be eligible to start claiming from the start of the Spring Term, January 2024. However, we would be pleased to offer your child fee paid sessions in the term following their 3rd birthday, if there are spaces available. **(Admissions only taken at the start of full terms: Sept, Jan & April) at the discretion of the admissions committee and spaces permitting)**

Planned Places:

There is a maximum capacity of 16 places per session.

Additional Session Fees

The Government funds 15 hours provision. For any provision beyond this free entitlement, we charge an additional session fee to cover staffing costs. An extra session 3 hours is £18.00 and the lunchtime supervisory session is £5.00. *(Please note parents should provide their child with a packed lunch).*

Fees are payable through the Online Payment Service, School Money

Parents need to note the following funding regulations:

Where children attend sessions at more than one setting, the Government funding will always be directed to the Local Authority provider (i.e. Christopher Rawlins School) in the first instance but funding can be split between more than one provider. Sessions attended at any setting, in addition to funded sessions, must be paid for by parents.

Procedures for Session Requests

- Children will be admitted during the term **after** their 3rd birthday, based on three terms a year (see admission policy).
- Parents should enrol their child at the beginning of the **summer** term **before** the academic year in which they are 3. This can be done by collecting a registration form from the school office.
- Parents will be notified of their child's allocated sessions.
- Parents will be informed of any further session vacancies if and when they arise.

Procedures for Session Charges

- Sessions once booked cannot be changed for the whole term and will be charged accordingly. Any additional session request can be made in writing at any time however they won't be applied until the start of the next full term and will be subject to spaces being available.
- Fees continue to be payable if a child is absent due to illness, holidays or if the place is cancelled by the parent/carer during the booked term.
- Fees continue to be payable if the school is closed due to unforeseen circumstances e.g. adverse weather conditions.

Session Times:

8.30 am. - 11.30 am	Morning Session
11.30 am - 12.00 pm	Lunch Supervision
8.30 am. - 3.00 pm.	Full Day

Admission to Christopher Rawlins Primary School

When new children join Christopher Rawlins Nursery it is important that parents are aware of differences there may be between the admission policies for the nursery and that of our primary school.

Parents whose children attend the nursery, particularly from outside the designated area of the primary school, are reminded that their child is **not guaranteed** a place at the school when they reach the normal school starting age (i.e., the September of the academic year in which the child will be five) and must apply through the normal school admissions procedures. (See website or contact School Office for Admission Policy).