

1. Admissions Criteria

Please note that admission to Fielding Nursery does not guarantee admission to Fielding Primary school. Applications for Reception year are managed by Ealing Council Admissions Department, click [here](#) for more information.

Where applications for admission to Nursery exceed the number of places available, the following criteria will be applied, in the order set out below, in order of priority:

- 1.1 Children in Public Care – children taken into Public Care via section 20 or 38 of the Children’s Act. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order.
- 1.2 Where the child has a sibling currently attending Fielding Primary School and the sibling will still be in attendance at applicant’s admission. Sibling refers to: brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.
- 1.3 Children returning to Fielding Nursery for a 2nd year.
- 1.4 Pupils taking the highest number of hours
- 1.5 Children taking Government funded hours only
- 1.6 Proximity to school. The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode.

Please note that once the first-round offers have been made, the admission criteria no longer apply to further round offers.

2. Obligations on Fielding Nursery

We will:

- 2.1 Inform you as soon as reasonably possible after the admission round closes whether your application for a nursery place has been successful. You must confirm before a specified date and time of receiving our offer that you wish to take up the nursery place. If you refuse our offer, you will have the option to be placed on a waiting list, please note that this does not guarantee a further offer, offers are dependent on session availability. If we do not hear back from you, we will follow up with a phone call before withdrawing your place.
- 2.2 Provide a safe and happy learning environment where all children are valued, respected, and have a voice.
- 2.3 Provide the agreed childcare facilities for your child at the agreed times, and in the case of an unexpected closure/s provide remote learning if instructed by the Department for

Education. If the Department of Education has not instructed the Nursery to provide remote learning this will not be available during unexpected closure/s

- 2.4 Provide a teaching and engaging curriculum to meet the needs of all children.
- 2.5 Support your child to develop a moral and ethical compass for life, enabling them to grow up to be the best person they can be through a Values-based education philosophy.
- 2.6 If there is sufficient availability, accommodate any written requests you may make for any additional permanent sessions, a full terms notice is not required when requesting additional sessions.
- 2.7 Notify you as soon as possible of any days on which your child's nursery will be closed. [Term dates](#) are available on the main school website including nursery training [closure dates](#)
- 2.8 Support and safeguard your child.
- 2.9 Share valuable information on the nursery notice board, nursery tab, via email/text messages, parent consultation and ad-hoc meetings where needed.

3. Obligations on you:

You will:

- 3.1 Fully complete our admissions form when requested, and supply any other information requested to support your child's admission and place in the nursery.
- 3.2 Complete our standard health care plan if required before your child can start at our nursery and immediately inform us of any change to the information provided in that health record.
- 3.3 Complete all details requested by us on essential school and nursery systems.
- 3.4 Immediately inform us of any changes to your contact details
- 3.5 Keep us informed as to the identity of the persons who will be collecting your child from the nursery. If the person collecting your child is not usually responsible for collecting them or is unknown to us, please contact us to let us know as **we** will provide a password of our choosing, otherwise you will be contacted and we may require proof of identity, in addition we will use the password system. If we are not satisfied that an individual is allowed to collect your child, we will not release your child into their care.
- 3.6 Immediately inform us via phone call if you are unable to collect your child from nursery by the official collection time for their session, please note that a [late collection fee](#) will be issued for the first 15 minutes and then a further charges per five minutes thereafter. If your child remains uncollected after 30 minutes, Ealing's Children's Services will be contacted.
- 3.7 Inform us if you intend to take extended holidays, depending on the length of your holiday we may decide that we need to cancel your child's place for prolonged holiday absence, issuing a final bill and offering a space if one is available upon your return. You will in this instance be required to complete the schools' leavers form in line with Council CME procedures. You will be offered the option to pay the Government

Funding that we cannot draw down for absence of more than two weeks if you want to secure your place.

- 3.8 Inform us via phone call or voicemail on 020 8579 6185 / 020 8567 0518. alternatively, [email](#) as far in advance as possible of any absences, sickness, holidays, or dates on which your child will not be attending the nursery
- 3.9 Regularly read information on the website, weekly bulletins, and check, Ziggi Systems/MCAS and the online calendar so that you are kept-up to-date with key details of relevant policies, meetings, events, and information about your child.
- 3.10 Provide us with half a terms notice in writing of your intention to cancel the number of sessions your child spends at the nursery or to withdraw your child from our nursery and end this Agreement.
- Requests made at the beginning of September for cancellation/changes to take effect from the beginning of November
 - Requests made at the beginning of November for cancellation/changes to take effect from the beginning of January
 - Requests made at the beginning of January for cancellation/changes to take effect from *Mid-February
 - Requests made at *Mid-February for cancellation/changes to take effect from the beginning of *Mid-April
 - Requests made at *Mid-April for cancellation/changes to take effect from the beginning of June
 - Requests to make cancellation/changes to sessions before or after these points may be refused and delayed until the next half term.

If insufficient notice is given you will be responsible for the full fees for your child for a full term from the date of any change as if their hours had not decreased. You will be required to complete the schools' leavers form before your departure in line with Council CME procedures.

4. Fees, Payment, and Refunds

- 4.1 Our fees are based on sessions; each session is five hours long (excluding Early morning 7.30am-8am) please look in advance of your child starting nursery to ensure that you **fully understand the nursery fee structure**. More information on fees can be found [here](#) we may review these fees at any time but shall inform you of the revised fees as soon as possible before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us a full terms' written notice.
- 4.2 Sessions chargeable; term time, holiday childcare and ad-hoc:
Early morning 7.30am -8am, morning session 8am-1pm, afternoon session 1pm-6pm
- 4.3 Nursery fees **must** be paid monthly in advance, your invoice will be issued at the beginning of each month, and you will receive your first invoice in August for a September start, December for a January start or March for an April start. It is important that your invoice is paid within **14 days** of receipt, please be aware that if your fees are not paid within the given timescale and you have not spoken with the Nursery Manager your place **will** be withdrawn. We calculate the amount payable by you each month by multiplying the session fee by the weeks charged for in each year (38 school weeks) then divide by 11 months. Government funded 15/30 hours are applied to your term

*Date to be determined when request made

time yearly fees, please note that we do not provide the '*stretched offer*'. Also note that if your child is eligible for the 30 government funded hours and attends for 25 hours for example, we can only apply an additional 10 hours of Government funding as we can only draw down the actual hours that your child attends up to 30.

- 4.4 Meals are included in our term time fees, however during holiday club you will need to provide a healthy, wholesome packed lunch and tea, dependant on the sessions chosen. Government Funded hours do not include food, resources, snacks etc.
- 4.5 Nursery Holiday Club sessions will be charged separately and added to your nursery cashbook, the additional booking cost is **not** added to your monthly invoice, these are standalone sessions. Session fees are charged at the same rate as term time, excluding bookings made after 12pm Friday for the following week which incur a higher fee. Holiday booking fees **must** be paid before your child attends the holiday club or immediately after if using Childcare Vouchers or Tax-Free Childcare Payments. **Holiday Club sessions are booked via your Ziggi Systems account, please note that once the session/s are selected and confirmed no refund will be given whether your child attends the session/s.** Please note that the 14 days cooling off period doesn't count in relation to cancelling, swapping, or amending sessions. More information is available under the section 'When you don't get 14 days to cancel' 'catering or leisure activities for specific dates' in the Consumer Rights Act.
- 4.6 All payments made can be paid online through your nursery [Ziggi Systems](#) account via card. In addition, we accept a wide variety of Childcare Vouchers and Tax-Free Childcare payments (TFC), please nominate Fielding Nursery as your childcare provider, and Fielding Primary School for Tax-Free Childcare, these payment methods are added to your nursery cashbook manually so will usually be credited to your Nursery cashbook within five working days. Please ensure that when using Childcare Vouchers or Tax-Free Childcare, you release payments in sufficient time for payments to reach us within the required **14-day period**.
- 4.7 If you have requested Ad-hoc sessions or have been unable to collect your child by the published collection time and we have as a result provided you with additional childcare facilities, we will charge you for additional childcare at the [ad-hoc and late collection rates](#) These costs will be added to your nursery cashbook.
- 4.8 No refund will be issued for periods where your child's nursery place is unfilled due to any illnesses, holidays, late drop off and early collection, in addition, any unexpected closure's that are out of the schools' control, including closures due to Covid, pandemics, water, electricity issues, adverse weather, bank holidays and training days, strike action etc. no refund will be due or issued.
- 4.9 In addition, if you book a holiday/extended leave during Term Time for more than two weeks we are unable to draw down Government funding, you will be offered the option to pay the Government funding that we are unable to draw down to hold your child's place open or release your child's place and upon your return from your extended leave apply for admission, we will not be able to guarantee a place will be available upon your return.
- 4.10 When booking nursery holiday club or term time ad-hoc sessions, please use a suitable device and check each session carefully before you complete your booking. If your booking is complete, we are unable to make a change or refund for booking

mistakes or change of mind. Once a booking is confirmed you are required to pay for the session/s regardless of if your child attends.

Please ensure that you take care when booking as mistakes cannot be refunded, do not be offended if a refund request is refused

4.10 Fee Breakdown, please see [here](#) for up-to-date nursery fees and Government funding rates, included are funding formulas and examples of approximate payable fees payable dependent on differing session requirements. Please be aware that if your fees remain unpaid, we will refer you to Ealing Councils Debt Department for debt recovery.

5. General

5.1. We have a duty to report any instances where we consider that a child may be suffering or have suffered harm or abuse to Ealing Children's services. We may do so without your consent and/or without informing you. Please see our Child Protection and Safeguarding Policy [here](#) this comprehensively details our roles and responsibilities regarding child protection and safeguarding procedures.

5.2. If you have any concerns regarding the services we provide, please discuss these in the first instance with your child's Teacher/Keyworker. If you feel that these concerns have not been resolved to your satisfaction, please contact the Nursery Manager.

5.3. We have a wide range of toys, resources, and equipment at our nursery. Unless we specifically request otherwise, your child should not bring any of their personal toys to nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to personal belongings.

5.4. Children are provided with fruit throughout the day, please do not send any snacks or any sweets, cakes or chocolate in their bags or pockets.

5.5. We have a space for children to leave their bikes and scooters outside of the nursery gate; however these are left at your own risk, we accept no responsibility for any loss or damage to personal belongings.

5.6. Nursery uniform is compulsory for all nursery children, please click the [here](#) for further details on how to purchase and items required.

5.7. Parents may organise a WhatsApp group, please be aware that this is not in any way associated with the Nursery or School, this is organised by parents for parents.

Please ensure that you take the time to read and fully understand Fielding Nursery's Terms and Conditions. If you have any queries relating to these Terms and Conditions, please contact the Nursery Manager via email.