



THE VILLAGE NURSERY ADMISSIONS & CHARGING POLICY

Burscough Village Nursery is a place where we cherish teamwork, ambition, independence, respect, and resilience. We support children to work together, try their best, learn to do things on their own, show kindness to one another, and stay strong when facing challenges. As the saying goes, "Where there's a will, there's a way" – we believe every child can reach their potential with the right encouragement.

Starting September 2026, we'll be opening a special nursery building for two-year-olds, designed to meet every child's individual needs. We pay particular attention to children's physical development, offering a wealth of activities to help build their movement skills, boost their confidence, and grow healthy habits. Our staff are caring and knowledgeable, always ready to provide tailored advice and encouragement. For us, every child has a unique talent, and we love to nurture and develop these at our nursery.

Our philosophy, 'Striving for the Future,' is at the heart of all we do, giving children the skills and experiences they need to become well-rounded individuals – now and as they grow.

The Village Nursery has two buildings – the **Caterpillar building (2 year olds)** and the **Butterfly room (3 and 4 year olds/Pre-School)**. Children will be placed in the room according to their individual needs and the capacity of each room.

Mrs Beevers, part of the senior leadership team and our highly knowledgeable SENCO, oversees our Early Years provision. A Qualified Teacher and skilled Early Years teaching assistants form our team. We were delighted to receive reaccreditation for 'The Step into Quality Award', recognising our exceptional teaching and learning across Early Years and Key Stage 1. Parents appreciate our nursery for the way we both challenge and nurture children, preparing them well for their transition to primary school.

Our curriculum is designed to be inclusive, supporting every child's progress regardless of their needs or abilities. We welcome all children, including those who have English as an Additional Language, Special Educational Needs, or are Gifted and Talented.

Entitlement to nursery education

Burscough Village Primary School offers parents of two, three and four year olds nursery education, 38 weeks per year, during term time only. If your child is eligible for fifteen hours funding or the extended thirty hours funding this can be used in a variety of ways. You are also able to share your funding between more than one nursery setting. Parents will be required to sign a **parent and school contract** stating when and where children are accessing any funding entitlement. Failure to complete the contract could lead to problems with the funding, and you will have to pay for your child's nursery sessions. Please note that parents are responsible for reconfirming their **termly** code through the Government Gateway.

Two Year Old's

We can enrol your child at the start of the term after they turn two. The cost for a two-year-old child is £8.00 per hour.

Three and Four Year olds

Your child can be enrolled at the beginning of the term. The cost for a three/ four-year child old is based on £6.00 per hour.

Nursery Funding

Some parents may be eligible for funded hours outlined by the Government. Parents and Carers can check their availability on the Childcare Choices website

<https://www.childcarechoices.gov.uk/>.

Additional hours

If you want your child to begin attending nursery before their funding starts, you can pay privately for these sessions until the funding becomes available.

Securing a place

We require parents to pay one month's nursery fees in advance to secure their child's place. This helps us to plan and provide the very best care and resources for your child. If the initial payment is not received, the nursery place may be reallocated.

Payment

Parents will get an invoice before each term starts. You can pay for the whole term at once or set up a monthly payment plan with clear due dates. All payments for the term must be made by the end of the month before the term finishes (for example, the last payment for the Autumn Term should be made by the end of November).

Burscough Village Nursery Session Times

Session	Time	Total Hours*	Days of the week	Term Time	2 year old Per Day Cost	3 / 4 year old Per Day Cost
Morning	08:45 – 11:45am	3	Mon - Fri	Yes	£24.00	£18.00
Morning with Lunch	08:45 – 12:30pm	3.75			£30.00	£22.50
Afternoon with Lunch	11:45- 15:30pm	3.75			£30.00	£22.50
Afternoon	12:30 – 15:30pm	3			£24.00	£18.00
School Day	08:45 – 15:30pm	6.75			£54.00	£40.50
Total School Week - 5 days	08:45 – 15:30pm	33.75			£270.00	£202.50
Extended Full day	7:45 – 6:00pm	10.25**			£82.00	£61.50
Extended morning	7:45- 11:45am	4			£32.00	£24.00
Extended Morning with lunch	7:45- 12:30pm	4.75			£38.00	£28.75
Extended Afternoon	12:30- 6:00pm	5.5			£44.00	£33.00
Extended Afternoon with lunch	11:45- 6:00pm	6.75			£54.00	£40.50

Additional hours costs ***

Two year old (rising 3) £8.00 Per hour

Three year old (3-4year old) £6.00 Per hour

Consumable Charges

School Lunch	£2.00 per day	Invoiced termly
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Morning Snack	.25p per day	Invoiced termly
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Personal Consumables	£1.00 per day	Invoiced termly
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*We are unable to deviate from these set hours outlined above due to staffing requirements and funding allocation.

**The total amount of funding hours in one day cannot exceed 10 hours; however, the school will remain open until 6:00pm which can be attended at an additional cost.

***Any additional hours used above your child's funding allocation will be charged at this hourly rate. These costs are determined by the funding costs outlined to us by the Government.

Admissions

The responsibility for determining the admissions for nursery age children lies with Burscough Village Primary School which is different to children starting in the Reception class.

- We have 20 places available in our Caterpillar 2-year-old building.
- We have 26 places available in our Butterfly Pre -School building.
- Parents must sign up for a minimum of four sessions per week. (2 full days)
- Any sessions taken over and above the funded, thirty hours, weekly provision will be chargeable.
- All nappies and wipes must be provided by the parent.

Parents/carers must provide the necessary evidence and contact names/email/telephone numbers/birth certificate with their application.

When our nursery has more applicants than places available, children are offered places in the following order:

- Children in public care (Looked After Children), Previously Looked After or those children at risk of becoming Looked After and those adopted from overseas.
- Children who will have a sibling attending the primary school at the time of their admission.
- Children with EHC plans for Special Educational Needs (SEN) and those with exceptional/strong SEN reasons for attending a particular nursery setting.
- Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending a particular school/setting.
- Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).
- Those living nearest the nursery setting.

In addition to the application criteria -

Siblings are defined as brothers, sisters, step-brothers, step-sisters, half-brothers, half-sisters, adopted and fostered children living with the same family at the same address.

The distance tiebreaker will be used should there be oversubscription within any of the stated admission criteria.

In most cases, children will be admitted to the nursery, however, there may be some occasions when the nursery will receive more applications than there are available places. Parents/carers will be able to seek provision elsewhere and can also request that their child's name be placed on a waiting list for places at Burscough Village should places become available, then these will be offered in accordance with the published admission criteria and not on a first come first served basis.

Mid-Term Admissions

If there are still sessions available after the beginning of the new term and requests for additional sessions have been allocated, new intake requests for nursery sessions will be considered. Please note that no places can be reserved if taken mid-term.

Payment Methods

The invoice will take account of nursery top-up sessions for the whole of the term. We request payment through School Gateway, School bank account, the Tax-free childcare scheme, Universal Credit Childcare or Childcare vouchers. Monthly payment plans are available on request. Proof of payment and remittance will be required for those choosing to pay using the Tax-free childcare scheme or Childcare vouchers. If a child is absent, refunds or reductions are not available.

Parental Agreement Forms

The school will send termly parental agreement forms for parents to complete and sign the term before. E.g. Summer Term funding form will need to be completed by the end of Spring. Full details of the Term Dates can be found on our school website. In the case of forms being filled in incorrectly and this cannot be resolved, please note that an invoice will be issued for any discrepancies.

Cancellation of Nursery Contract

- Parents/Carers cannot transfer or cancel any of the fifteen hour funded entitlement sessions unless one term's notice is provided. Parents/Carers will be required to sign an updated parent/school contract if changes are made.
- A term's notice is required to cancel additional (charged) sessions.
- Any permanently cancelled sessions will be made available to children on the nursery waiting list.
- Once additional sessions are cancelled, the school cannot guarantee re-instating the pupil.