



## **HENLEY GREEN PRIMARY SCHOOL PARENT CONTRACT 2025-2026**

Dear Parents/ Carers,

Welcome to Henley Green Primary School.

### **Admissions**

When you apply for a place at Henley Green Primary school, your child's name will be added to a waiting list and a place and session availability will be confirmed to families two months before your child's start date. We may contact you from time to time to ensure you are still interested in the place. All places are subject to availability.

We offer:

- 30 hour sessions (full time places)
- 15 hour sessions (mornings only)
- 15 hour sessions (afternoons only)

The cut off dates for expressions of interest for this academic year will be as follows:

- 5/11/2025 for January 2026 intake
- 13/2/2026 for April 2026 intake
- 20/5/2026 for September 2027 intake

The admission criteria for Henley Green Primary School Nursery is:

1. Looked after children and all previously looked after children.
2. Children who are currently, or have been at any point since birth, subject to a Child In Need or Child Protection plan.
3. Children living in the catchment area for Henley Green Primary School, who have a sibling currently attending the school.
4. Other children living in the catchment area for Henley Green Primary School.
5. Children living outside the catchment area, who have a sibling currently attending the school.
6. All other children in date order of receipt of application.

We will consider applications and allocate places based on this criteria on the cut off dates above. Late applications will be considered, subject to availability.

### **Funding and Paid Sessions**

You will be entitled to a funded early education place for 15 hours per week for you child from the term following their third birthday.

You may be able to claim additional funding (targeted funding) from 2 years of age.

Children whose parents meet the government's eligibility criteria will be entitled to 30 hours of funded childcare per week during term time.

Please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for the eligibility criteria and information on how to apply for funding.



Privately paid for hours are also available, subject to availability.

For children accessing 15 hours of childcare, lunch club sessions are charged at £5.00 per hour. Lunch club sessions run from 11.30am-12.30pm and are subject to availability.

For children accessing 30 hours of childcare, an additional hour from 2.30pm-3.30pm is charged at £5.00 per hour.

Sessions will only be available during term-time.

You must inform the school office immediately if you are notified that your child's entitlement for 30-hour funding is due to expire.

Further information on sessions can be found in our Nursery Admissions policy.

### **Absence**

Please let us know if your child will be on holiday or is ill. To report a child's absence please contact the school office before 9.15am. We will still need to charge for any paid hours missed due to illness or term-time holidays (including lunch club) because staff ratios will already have been accounted for.

If you need to inform us of an absence due to holiday, please collect a holiday request form from the office.

### **Cancellation of Places, Notice Period and Session Changes**

Please be aware that the registration process leads us to make important decisions and financial commitments in terms of the required staffing levels for the children attending at any given time. This is why we must insist upon the notice periods outlined below.

One month's notice in advance is required of your intention to withdraw your child or to cancel privately-paid for hours, including lunch-club sessions.

If you do need to change the sessions your child attends, please speak to the Nursery staff or the school office as soon as possible. We will do our best to accommodate your requests.

### **Payment of fees**

Privately paid for hours need to be booked and paid for one week prior to the half-term starting. Fees are payable for 38 weeks per year as per the school calendar.

If a child is attending privately-paid for hours, an invoice will be sent to you at the end of the half-term detailing the payment required for the paid sessions for the next half-term. We accept payment by bank transfer or tax-free childcare. Please use the following details:

#### Banking Details:

Account name: Henley Green Primary School

Bank: Lloyds

Account number: 11816663

Sort Code: 30-92-33

Reference: Child's name + Nurs

#### Tax-Free Childcare:

For more information about tax free childcare visit: Tax-Free Childcare - GOV.UK ([www.gov.uk](http://www.gov.uk))

If you are planning to pay by Tax Free Childcare you must notify the Office Manager and you will be required to provide the following information every time you make a payment:



- Tax Free Childcare reference number
- Amount
- Date

Full fees are payable for non-attendance of any paid sessions due to holidays or sickness. Refunds will only be given if a decision is made by the Head Teacher to close the school due to health and safety reasons (e.g. severe weather or an unforeseen event). Refunds will usually be credited to your next invoice, if possible.

We will send reminders if payments are late. If payments fall behind by over one week, we may have to cancel your child's session and/or withdraw the place.

Our fees are reviewed annually and may be subject to change. You will be given at least 28 days; notice prior to any changes.

We reserve the right to refer the debt to our debt collection agency at any point, this could mean via the small claims court.

Please be aware that you may be required to provide evidence of childcare payments to HM Revenue & Customs please ensure that you retain copies of all receipts, the school will not provide 2nd copies or confirmation letters on your behalf. Receipts will be emailed to you by the school office.

-----

Please complete and return to the school office:

I agree to abide by the Henley Green Nursery Terms and Conditions for the academic year 2025-2026.

Child's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

