



## **Roskear Primary, Nursery School & Crofty Minors Pre-School Admission to & Payment Policy for Pre-School & Nursery**

We warmly welcome you into our Pre-School and Nursery setting here at Roskear Primary, Nursery School and Crofty Minors Pre-School. Please take a moment to read the policy regarding funding costs and admission guidance.

- Children are admitted to Pre-school from their 2nd birthday.
- The total number of children which can be accommodated in the Pre-school is 24 per morning or afternoon session, and in the Nursery 30.
- Pre-School and Nursery at Roskear are open for funded and non-funded hours Monday to Friday 8:45am - 3:30pm, term time only.

Roskear Primary and Nursery School may have to operate a waiting list system for entry to the Pre-school. Parents should be aware that children's places on a waiting list are subject to change according to additional information received about applications and current numbers of children already attending the Pre-school. It should also be noted that no priority is given to the length of time a child's name is on the waiting list. If a place becomes available once the term has begun, the above criteria will be referred to in that order.

Taking up a Pre-school or Nursery place at Roskear Primary and Nursery School before the child is of reception age, does not give priority for admission to the reception year at Roskear. Parents must still apply to Cornwall County Council for a reception place for their child at their preferred primary school.

Before a child can attend the Pre-school/Nursery a booking form **MUST** be completed with our Nursery/Pre-School leads, and returned, along with the child's birth certificate or passport. If we do not have a booking form for a child, they will not be able to attend.

If you are eligible for funding an additional EY2C funding form must be completed which will be shared with Cornwall County Council.

## **Nursery & Pre-School Funding Information (as of September 2025)**

- ***30 hours childcare for eligible working families***

- From September 2025 eligible working parents can access 30 hours of free childcare per week for 38 weeks of the year (term time) for children aged 9 months up to school age. (Note: at Roskear we admit children from 2yr). Apply for funding via Childcare Choices (<https://www.childcarechoices.gov.uk/childcare-support-available>) in the first instance.
- To claim, parents/carers need to apply online and obtain an eligibility code, which should then be shared with Roskear Primary & Nursery School.
- If parents/carers currently receive 15 hours for working families, reconfirm as usual and the code will continue for the 30 hours offer, providing you remain eligible and Roskear School have confirmed your new attendance pattern for the increased hours.
- If you are not eligible for the working parent offer you will still receive the 15 hour entitlement for all 3 and 4 year olds from the term after your child turns 3 until they start school, irrespective of your income level, benefit status, or family circumstances.

- ***15 hours early learning for families receiving some additional forms of support***

- If you or your child receive some additional forms of support, you may be eligible for 15 hours early learning for 2 year olds under a separate scheme and you should apply via Childcare Choices (<https://www.childcarechoices.gov.uk/childcare-support-available>) in the first instance.
- Your 2-year-old can get 15 hours of funded early learning if you receive any of the following benefits:
  - Income Support
  - income-based Jobseeker's Allowance (JSA)
  - income-related Employment and Support Allowance (ESA)
  - Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
  - the guaranteed element of Pension Credit

Your benefits will not be affected if you take up the 15 hours early learning offer.

- 2-year-olds can also get funded childcare if they:
  - are looked after by a local authority
  - have an education, health and care (EHC) plan
  - get Disability Living Allowance
  - have left care under an adoption order, special guardianship order or a child arrangements order

If eligible, you should also apply for the working parent entitlement; you will receive 15 hours from each scheme (up to a maximum of 30 hours in total).

- ***15 hours childcare for all families***

- All 3 and 4-year-olds are entitled to 15 hours free childcare irrespective of income levels, benefit status, or family circumstances.
- If at any point, you start work after your child has turned the relevant age, meaning you meet the income threshold for 30 hours childcare, you will need to apply.

Government funding is intended to cover the cost of delivering 15 or 30 hours per week of free, high-quality childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

*Eligibility Codes for working families and families receiving additional support:*

Parents/carers need to apply and have a valid eligibility code to make use of Government funding. This code needs to be renewed regularly, and this is the responsibility of the parents/carers to ensure that the code is renewed before the first day of the funding block (1st January, 1st April or 1st September). If a valid eligibility code is not received by our pre-school or nursery then any hours used will be charged.

*Examples of funding hours:*

15hr funding can be used over 5 days (5 x 3-hour morning or afternoon sessions or a mixture of these), or two and a half days.

Where children attend for two and a half days, an additional charge will be made for each 45-minute lunchtime session during a whole day's attendance.

Children receiving 30hr funding can take this over 4 full days plus 1 morning or 1 afternoon session.

(A full day equates to 2 x 3-hour sessions + 45 minutes for 1 lunchtime (6.75 hours))

## **Nursery & Pre-School Charges**

If your child is not entitled to Pre-School/ Nursery funding, a charge will be made.

- Payment for non-funded hours **MUST** be paid in advance using the ParentPay app.
- The Pre-School and Nursery charges are £5.75 per hour (£6.25 from Jan 2026) for 2-year-olds and £5.00 per hour (£5.65 from Jan 2026) for 3- & 4-year-olds for those hours over and above the funded entitlement or, where parents/carers are not entitled to funded hours. Please see Crofty Education Trust's Charging and Remissions Policy for full charging details.
- Fees are set at a reasonable level to cover direct costs and overheads and are in line with the Early Years funded hourly rate we receive from Cornwall County Council. Fees are reviewed annually.
- Children who are in attendance for the full day have the option to receive a meal from the school's canteen. The charge for a meal is £2.65 (as of Sept 2025) and meals are invoiced daily via ParentPay. If children attending for a full day do not wish to have a school meal, then they will need to provide their own packed lunch. For families in receipt of additional support, children may be eligible for Free School Meals. Apply directly to Cornwall Council - <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/>
- The resources used in the pre-school and nursery are free, but occasionally you may be asked to provide items. In the case of children being toilet trained, nappies are not provided, therefore parents/carers need to supply these.
- If the Pre-school/Nursery is full, we are unable to offer additional non-funded hours for children.
- Parents/Carers are required to sign a booking form when accepting a pre-school or nursery place and agree to pay the relevant fees. The charges of the non-funded hours are payable in advance. If fees are not paid on a timely basis, then the child's place may be reallocated.

## **Absence and illness**

You will be entitled to 5 days free per year to cover absences for reasons of illness. If your child is in hospital or is ill for a long period of time it will be at the Head Teacher's discretion as to whether you will have to pay Nursery or Pre-School fees during that time. Additional information such as copies of prescriptions, medical appointment letters etc. will be requested.

You will not be charged for days when the Nursery or Pre-School is closed, for instance, INSET days and school holidays.

In case of emergency closures such as bad weather, sessions where provision is open but need to be closed mid-session will be charged for. Where the school takes the decision not to open before the start of a session, you will not be charged for this session. Please note that it is not our policy to swap sessions when the nursery/pre-school is closed for one when the nursery/pre-school is open.

The school office should be notified as early as possible of any absence by phoning 01209 714241. Missed sessions will still be chargeable due to the need to cover committed costs including staffing. For the same reason any parent/carer who takes a child out of the nursery for the purposes of a family holiday or day out, will still have to pay for any contracted sessions.

## **Late Collection**

All children should be collected at 3:30pm.

If you are late collecting your child without prior notice and/or without good reason, you may be subject to pay a late collection charge of £20.00. You will be fined each time you are late.

## **Change of hours or sessions**

We ask for 4 weeks' notice for changes or a reduction of hours and sessions in a written format, which should be given to, or emailed to the Nursery or Pre-School Lead.

Whilst every effort will be made to accommodate your requirements, it cannot be guaranteed as sessions are allocated on a first come first served basis, due to staff ratios.

## **Arrear and/or financial difficulties**

- Should you fall into arrears or experience financial difficulties *please contact the school as soon as possible.*
- The matter will be discussed with the Head Teacher and/or school administrator and a payment plan (see Appendix 1) may be set up.
- If the payment plan is not followed, a warning letter will be sent, and arrears will be due by the end of that week along with payment for next week's fees.
- If fees are not forthcoming, then your child will be unable to attend their non-funded session until full payment has been made or an arrangement with the head teacher agreed
- Unpaid outstanding fees will be progressed through the Small Claims Court.

## Roskear Pre-School & Nursery Payment Plan

Child's name: .....

I confirm that I agree to pay weekly/monthly instalments of £.....  
to settle the outstanding balance of £..... (as of dd/mm/yyyy).

Signed..... (Parent)

Name.....

Signed..... (Head teacher)

Date.....

[illegible]