

Nursery Admissions Policy 2025/2026

Carlyle Infant and Nursery Academy offers provision for a maximum of 24 places in each session. A session is defined as either a morning or an afternoon.

3- and 4-year-olds (Children starting CINA Nursery the term after they are 3) can choose from the following options:

| Options | Times | Funded Hours | Additional Hours | Entitlement to Extended free childcare for 3- and 4-year-olds** Charge for placement per week | Non entitlement to Extended free childcare for 3 and 4 year olds Charge for placement per week |
|------------------------|------------|--------------|------------------|--|---|
| Five mornings a week | 8.45-11.45 | 15* | | | |
| Five afternoons a week | 12.15-3.15 | 15* | | | |
| Five Days | 8.45-3.15 | 15* | 17.5 | | £96.60 |
| Five Days | 8.45-2.45 | 15* | 15 | | £82.80 |
| Five Days | 8.45-3.15 | 30** | 2.5 | £13.80 | |
| Five Days | 8.45-2.45 | 30** | | | |

Please note all prices above are subject to change each term in line with Government funding

***15 hours Funded Hours for 3- and 4-year-olds:** All 3- and 4-year-olds can access 15 hours of free childcare a week.

**** Extended Hours for 3- and 4-year-olds (30-hour childcare offer):** Some working families may be eligible to increase their hours up to 1140 a year. To find out more and apply visit www.childcarechoices.gov.uk or call 0300 1234 097

Hours over the 15 hours entitlement are charged at £5.52 per hour. **We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence.** If you wish your child to have a hot lunch, there is an additional charge of £2.64 per day in addition to the costs outlined above.

Carlyle Infant and Nursery Academy will always endeavour to offer places to 3- and 4-year-olds in the first instance. However, if there are spaces available and ratio allows, we will then offer spaces to our Rising 3s using the same admissions criteria. Further information about Rising 3s can be found below.

Rising 3 children (Children starting CINA Nursery the term in which they turn 3):

| Options | Times | Funded Hours | Additional Hours | Charge per placement per week |
|------------------------|------------|--------------|------------------|-------------------------------|
| Five mornings a week | 8.45-11.45 | 15* | | |
| Five afternoons a week | 12.15-3.15 | 15* | | |
| Five Days | 8.45-3.15 | 15* | 17.5 | £148.75 |
| Five Days | 8.45-2.45 | 15* | 15 | £127.50 |

*15 hours Funded Hours for Flying Start 2-year-olds OR 15 hours funded 2-year-olds working entitlement. To find out more and apply visit www.childcarechoices.gov.uk or call 0300 1234 097

Hours over the 15 hours entitlement are charged at £8.50 per hour. **We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence.** If you wish your child to have a hot lunch, there is an additional charge of £2.59 per day in addition to the costs outlined above. These fees will remain the same throughout the whole term in which your child turns 3.

Nursery Admissions Criteria

Children will be admitted to Carlyle Infant and Nursery Academy from the age of three in the following order:

1. Vulnerable children as designated by the Local Authority. These are defined as Looked After children, children deemed to be at risk on the Child Protection Register or Children In Need. (In order of the date the application was made)
2. Children in order of birth date, with the oldest first, living within the catchment area with a sibling in the Academy at the time of their admission. (In order of the date application was made)
3. Children in order of birth date, with the oldest first, living within the catchment area without a sibling at the Academy. (In order of the date application was made)
4. Children living out of the catchment area but with a sibling at the Academy. (In order of the date application was made)
5. Children living out of catchment area. (In order of the date application was made)

Applications satisfying the same criteria will be decided on the basis of a straight-line measurement from the centre of the main dwelling to the school using the National Ordinance Survey set points.

Carlyle Infant and Nursery Academy intake months are September, January and April only.

Applications will close on:

- 31st March for a September start date
- 31st August for a January start date
- 31st December for an April start

Applications will be reviewed and places offered within 14 working days of these deadlines.

Admission into the Nursery does not guarantee admission into Reception at Carlyle Infant and Nursery Academy. For admissions to Reception to Year 2 please refer to the Academy Admissions Policy.

Nursery Additional Hours Terms and Conditions

Payment of Fees:

- 1.1 Fees must be paid monthly or weekly in advance of the sessions being taken.
- 1.2 Invoices for additional hours will be issued by the school office and will need to be paid via ParentPay.
- 1.3 We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence.
- 1.4 Fees are reviewed regularly. If there are any changes of fees, you will be notified at least 4 weeks in advance.
- 1.5 If your child is late being picked up on a regular basis, we will begin charging for the extra half an hour kept at Nursery or place your child into Night Owls at a charge.
- 1.6 Meals are £2.59, if you wish for your child to receive a hot dinner from our Academy, these must be pre-booked and pre-paid a week in advance.

Termination or Suspension of this agreement by the Academy:

- 2.1 Failure to pay invoices within 14 days may result in your additional hours being withdrawn.

Termination of this agreement by Parent:

- 3.1 If you wish to terminate the additional hours, you must give Nursery two weeks written notice in writing or via email address info@carlyle.theharmonytrust.org

Request of change of hours:

- 4.1 If you wish to increase your child's additional hours, you must give Nursery two weeks written notice in writing or via email address info@carlyle.theharmonytrust.org. If we are unable to offer these hours, the Nursery will hold a waiting list.
- 4.2 If you wish to decrease your child's additional hours, you must give Nursery two weeks written notice in writing or via email address info@carlyle.theharmonytrust.org

Confirmation:

The above Terms and Conditions supersede those previously issued.

Failure to adhere to the above terms may result in the suspension of your child's place. By accepting or continuing to accept a place for your child, you agree to accept the Terms and Conditions stated above and any future variations (subject to one calendar months' notice being given of any such changes).