

Hazlemere Church of England Combined School



***“Encourage one another and build one another up”
1 Thessalonians 5:11***

**Addendum to Admission
Arrangements 2025-27 to
include Nursery
Admissions and Fees**

As an Ofsted registered early years provider, Hazlemere Church of England Combined School & Nursery is legally bound to meet the requirements of the Ofsted regulations, and the Early Years Foundation Stage Framework published by the Department for Education.

Admissions

The admissions over-subscription criteria set out in the school's **Admissions Guidance 2025-26** applies to the Nursery setting. Where demand for places exceeds places available the following criteria is applied:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2 in Admissions Guidance 2025-26)
2. Families who have exceptional medical or social needs that make it essential that their child attends Hazlemere Church of England Combined School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3 in Admissions Guidance 2025-26)
3. Children with a with a sibling (see Note 5 in Admissions Guidance 2025-26) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. All other applicants measured by proximity to the school.

Opening Hours and hours when funding is available

- 8.40am – 3.20pm Monday to Friday 38 weeks of the year (term time only)
- Funded hours are available as follows:
- 8.40am-11.40am or 12.20pm-3.20pm for families entitled to 15 funded hours.
- 8.40am-2.40pm for families entitled to 30 hours. Children are welcome to stay until 3.20pm but charges apply. Where families choose to avail of the Nursery in excess of funded hours, the school charges £6 per hour.

Funding streams available

- Universal entitlement for all 3–4-year-olds (15 hours)
- Eligible Working Parent 3–4-year-olds (30 hours)

Consumables and Chargeable Extras

- The school does not charge a consumables fee
- School hot lunches are supplied by Beaconsfield High School. See information pack for ordering online and making online payments. Families can also choose to send a packed lunch instead of availing of hot lunch.
- Where the child is still in nappies, the Nursery ask families to supply nappies and wipes. See information pack.
- Children under 5 receive free milk if parents/carers request through the School Office; the school also provides a free fruit snack.
- For trips, local area visits, celebrations etc. the Nursery will ask for a contribution towards the cost of the activity. The breakdown of costs is communicated to all parents/carers.
- Additional, private paid hours are charged at £6 per hour.

Additional charges are invoiced to the family half-termly and payment made via ParentPay. The school does not ask for any deposits to be paid in order to secure a place. Non-payment of charges will result in the school following steps to recover as per the school's **Charges and Remissions Policy 2024-26**.

Eligible Working Families

- Eligible working parent funding can be applied for on [ChildcareChoices.gov.uk](https://www.childcarechoices.gov.uk)
- It is eligible parents' responsibility to apply for the Eligibility code before the fixed deadlines 31st March, 31st August and 31st December and to reconfirm their codes every three months.
- Families remain eligible at a current setting if they fall into their grace period but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cutoff date of 31st December and cannot be used until the Summer term.
- Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started at reception in school.

Please note: A new child on a claim form will not be funded if their code is in the grace period BEFORE when the term starts. This is still applicable even if the child was attending the setting prior to eligibility.