



GREAT BALLARD

Great Ballard Early Years Admissions Statement & FE Session Allocation

<i>Date Approved</i>		
<i>Date of review</i>		<i>Autumn 2025</i>
<i>Date of next review</i>		<i>Autumn 2026</i>
<i>Policy Manager</i>		<i>Business Manager</i>
<i>Review Cycle</i>		<i>Annually</i>
<i>Signed</i>	<i>Mrs. H Ward Business Manager</i>	<i>Hannah Ward</i>

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BALLARD**

Admissions

We recognise that parents have a choice of provider, and believe that our school offers a unique development path and continuity of education for children aged 2.5 years to 16 years. Great Ballard is proud that our educational programme, together with the Forest School provision, green-fields, outside classroom and woodland environment, all combine to foster equality and inclusion for the children attending the school. Within Early Years we also provide specialist lessons in performing and creative arts, PE, cookery and science. These activities form part of our enriched curriculum and result in the full fee as detailed below.

School sessions (including lunch at 12.00pm) in the Nursery are currently available as follows:

Morning Session	8.15am – 1.15pm	
Afternoon Session	11.45am – 3.15pm	
Full Day	8.15am – 3.15pm	<i>(equivalent 2 sessions)</i>
Introduction Session	8.15am – 11.45am	<i>(children aged 2.5 – 3 years only)</i>

The academic year at Great Ballard School currently operates for 34 weeks spread over three terms. In addition, the school offers Nursery Provision during school holidays; details are advertised to parents in advance.

Free Entitlement Offer

As an Independent provider we offer West Sussex County Council's 15 hours a week Free Entitlement (FE) to early education and childcare for 34 weeks each year. Children are eligible to receive Free Entitlement funding at the start of the term after the one in which their 3rd birthday falls.

The detailed terms and conditions of the Free Entitlement to Early Years provision are set out in material published by the Family Information Service (FIS) at West Sussex County Council and up to date information can be obtained from the School Office 01243 814236 or direct from FIS 01243 777807 / www.westsussex.gov.uk/freechildcare

Great Ballard Pattern of Delivery will be offered between the hours of 8.15am – 9.45am and/or 12.15pm – 1.45pm. A funded session will be available between 12.15pm and 3.15pm only (free at point of delivery). This means that if you opt for a morning or afternoon session you will be entitled to 1.5 hours FE per day. If you opt for full days, you will be entitled to 3 hours FE each day you are in attendance to a maximum of 15 hours per week. On receipt of the completed Parent declaration form and proof of eligibility for Free Entitlement Hours we receive payment direct from West Sussex County Council for the agreed Free Entitlement hours.

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Places in the Nursery and Pre-Prep are limited and Great Ballard will allocate places as available at the time of application. Priority will be given to those children who:

- Book for five full days a week.
- Book full days at the school.
- Book five morning sessions.
- Book the recommended number of sessions for each age group.
- Book five afternoon sessions.
- Already have siblings in the school.
- Are going through the school's Pre-Prep department.
- Have parents who have attended the school.
- Have parents who teach at the school.
- Children who are booked for funded sessions between 12.15pm and 3:15pm only (free at point of delivery)

Registration

Parents are welcome to register their child for a place in our Nursery at any time. A non-returnable Registration fee of £50 must be sent with the Registration Form. An Entry Deposit of £300 will be payable on return of the Acceptance Form. This deposit will be credited to the pupil's final account. All invoices for fees and extras are payable before the first day of the term for which they are due.

Session Allocation in the Nursery

One of the prime aims of the Nursery is to prepare children for our Pre-Prep in a safe and proper environment. It is a requirement that children in Lower Nursery will attend a minimum of three sessions a week and those in Upper Nursery a minimum of four sessions a week. In order to prepare for Reception Upper Nursery children are required to attend a minimum of three full days in the Summer Term.

We aim to meet parental needs with session allocation and if there are spaces available we are happy to meet requests for occasional extra sessions provided that these have been made at least one week in advance to enable the school to ensure that the requisite teacher:pupil ratios are maintained. Any additional charges and extra session costs will be added to your end-of-term bill. As is standard practice, any sessions taken outside the Free Entitlement hours and any missed due to family holidays or sickness will be charged at the usual rate.

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It is generally accepted that all children move from Upper Nursery at the same time as the year group transitioning into our Reception class that is, in the September of the academic year in which a child will reach his or her fifth birthday.

Reception

Children aged 4+ on September 1st of each academic year attend the Reception class full time. Please refer to the Great Ballard terms and conditions and the Pre-Prep Admissions policy for further information. Fees for Reception class are discounted provided your child has completed a minimum of two terms in our Nursery. The day in Reception runs from 08:15 am – 3:30pm.

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