ST. HELEN'S CATHOLIC INFANT AND NURSERY SCHOOL

Nursery FEEE Policy 2026-27

Written by	Date	Ratified by	Date
A.McAuliffe	2026	Governors	Feb 2026

To be reviewed	Annually	Every 3 Years
Reviewed on	**Reviewed by**	**Next review date**
		2027

With Jesus alive in our hearts, we celebrate each other and learn together as a family.

Admissions

The governing body has set its nursery admission number at **26** pupils in the school year which begins in September, 2027. Pupils whose 4th birthday falls between 1st September 2027 and 31st August 2028 (i.e. children born between 1st September 2023 and 31st August 2024) will be admitted, at the beginning of the Autumn Term following a short induction period.

Over Subscription Criteria

Where the number of applications for admission **exceeds** the number of places available, the following criteria will be applied in order of priority set out below:

1. Catholic looked after and previously looked after children. Highest priority **is** given to looked after children, Previously Looked after Children **and** those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Notes 2&3)
2. Catholic children who are resident in the parishes of Brentwood – Cathedral Church of St. Mary & St. Helen with Holy Cross and All Saints, Ingatestone – St. John the Evangelist & St. Erconwold and Ongar – St. Helen Ongar and St. Margaret of Scotland Doddinghurst. (see Notes 3&12)
3. Other Catholic children from other Parishes.(see Notes 3&12)
4. Other looked after and previously looked after children. (see Note 2)
5. Catechumens and members of the Eastern Christian Churches.(see Notes 5&6)
6. Children who have a brother or sister attending at St. Helen's Catholic Infant or Junior School Academy at the **time of admission** and who do not fit into any of the categories above. (see Note 7)
7. Children of other Christian denominations whose membership is evidenced by a minister of their religion. (see Note 8)
8. Children of other faiths whose membership is evidenced by a religious leader of their faith. (see Note 9)
9. Any other children.

Within each category, the following criteria in the order given below will be used to determine priority

i. Those who have a brother or sister at St. Helen's Catholic Infant or Junior School Academy at the **time of admission**. A sibling is defined as a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address. Biological siblings will be treated as siblings irrespective of place of residence. (see Note 7)

Mid-Year Entry

If space is available at the beginning of the Spring and Summer Term, the Headteacher and Governing Body will consider offering spaces to children whose 3rd birthday falls the term before.

Please see the Admissions Policy for further information.

Opening Hours

8.30am – 3pm: Monday to Friday 38 weeks of the year (term time only) 6 funded hours per day

Breakdown of Opening Hours

Morning Session: 8.30am – 11.30am
Lunch: 11.30am – 12pm

- Half-Day Children: Have the additional option to pay for a school meal £3 and be collected at 12pm
- Full-Day Children: Can pay for a school meal £3 or Parents/Carers provide a healthy packed lunch

Afternoon Session: 12pm – 3pm

Please note: Funded entitlement does not cover the cost of meals.

Funding Streams

- Universal Entitlement for all 3- & 4-year-olds (FEEE3&4 15 hours)
- Eligible Working Parent Entitlement for 3- & 4-year-olds (FEEE3&4 EFE 15/30 hours)

Term	Weeks per Term	Funded Weeks	Number of FEEE Hours
Autumn 2026 **Start Date: 13th September 2027**	13	13	195 (15 hours) 390 (30 hours)
Spring 2027	12	12	165 (15 hours) 330 (30 hours)
Summer 2027	13	13	210 (15 hours) 420 (30 hours)
Total	38	38	570 (15 hours) 1140 (30 hours

The school receives the FEEE payment termly. If payment is not received then parents/carers will be asked to pay the fees. If the fees aren't paid by the end of the term, the nursery place will be revoked.

Early Years Pupil Premium (EYPP)

EYPP is additional funding to improve the provision for eligible children. This means that for low-income families, Providers are entitled to receive additional funding for all children accessing up to 15/30 hours funded entitlement for FEEE3&4 universal.

Disability Access Fund (DAF)

The DAF is payable as a lump sum once a year per eligible child for all the entitlements. To be eligible a child must be in receipt of Disability Living Allowance. DAF can only be claimed by one provider per year.

Special Educational Needs Inclusion Funding (SENIF)

The school can apply for SENIF for children with Special Educational Needs and Disabilities if we need additional support to include children in activities. SENIF if agreed is paid for FEEE hours attended.

Income Deprivation Affecting Children Index (IDACI)

The deprivation supplement is paid per hour for FEEE3&4 universal and extended hours only and is paid directly to the school. This funding is added automatically for children who live in an eligible postcode where providers are claiming FEEE3&4.

Tax Free Childcare

Parents will need to check to see if they are eligible for Tax Free Childcare. To check for eligibility and to apply, go to https://www.gov.uk/tax-free-childcare

Invoices

Invoices will be issued: Monthly

The invoice includes the following:

- School details
- Period of invoice (monthly)
- FEEE hours, how many per week zero charge
- Days/dates funded hours taken
- Days/dates private fees (£18.50 per session)
- Pattern of attendance
- School meal charge/ how many days and charge per meal per day

Voluntary Chargeable Extras

- Nursery Fund: towards additional resources in the nursery
- Parent Association: towards activities provided by the Parents Association

- School Meals
- School Trips
- Extra-Curricular Clubs
- Wraparound Care

Please note: Parents are required to provide nappies and changes of clothes if necessary.