



Castle Academy

'Castle Never Stops Learning'

St Georges Street, Northampton NN1 2TR
Email: enquiries@castle.emat.uk Telephone: 01604 346802

Executive Headteacher: Mr Daniel Lugg
Head of School: Mrs Ruth Brennan



Castle Academy Nursery

Term and Conditions

Session times

Morning session – 8.45am – 11.45am

Afternoon session – 12.15pm – 15.15pm

Parents are asked to indicate their preferred times of attendance in line with options offered. However, allocation would be at the school's discretion to minimise vacant sessions whilst maximising the number of children accessing their free entitlement of 15 hours.

Allocation of places

Dependent on spaces Castle Academy will have three nursery admissions point across the year, Autumn, Spring and Summer (set by our term dates) We will consider applications for these on:

Autumn Term start – Deadline July 1st

Spring Term start – Deadline December 1st

Summer Term Start – Deadline March 1st

Once places are allocated for 15 hours children, they cannot be swapped part way through the year unless there are exceptional circumstances.

Spaces are allocated up to the capacity of 48 nursery children based on the following criteria:

- Availability of places, considering the staff: child ratios, the age of the child
- Any extenuating circumstances affecting the child's welfare or welfare of their family
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- Children's who have siblings who are already with us



Applications

Please contact the school office for an application form.

Absences

All absences must be reported to the school office by the parent from the first session of absence by 8:45am for morning sessions or 12.15pm for afternoon sessions on that day

Self-care and medication

We actively encourage parents to ensure that their child is able to care for themselves at an age-appropriate degree of competency. Ideally children should be able to visit the toilet in a timely fashion self-clean intimate arears and wash hands independently.

Where independent self-care is unfeasible for a child, we will act in accordance with the school's intimate care policy

Prescribed medication may be administered to a child in accordance with the school's first aid policy and with parents' consent. It is the responsibility of the family to notify school of any allergies, medical needs or special arrangements relating to their child.

Late collection

All children must be collected by the end of each session; any parent of a child who is not collected on time will be contacted by the school office immediately so that collection arrangements can be made.

If a parent of a child is continuously late the school will follow the Safeguarding Policy.

Notice Period

If for any reason you wish to terminate your child's place at Castle Academy Nursery you will need to give 4 weeks written notice.