

# HETHERSETT WOODSIDE INFANT & NURSERY SCHOOL

## MAINTAINED NURSERY ADMISSIONS POLICY

### Early Years Provision of government funded childcare and education

With reference to Guidance:

- Early Education and Childcare Statutory Guidance for Local Authorities - March 2017
- Early years Entitlements: Operational Guidance For Local Authorities and Providers – April 2017

Our Nursery class is an integral part of Hethersett Woodside Infant and Nursery School. It is managed by a qualified teacher, who teaches within the unit. We offer 26 places in the morning and 26 places in the afternoon and are a provider of the government funded universal 15 hours offer. From September 2017 we will be offering up to 10 spaces (of our 26) each day for eligible families to access the extended 30 hours offer.

As a provider we:

- Comply with all relevant legislation and insurance requirements.
- Issue our families with an Admission Policy as part of the registration process. It is also available via our website/upon request.
- Provide EYFS curriculum which is continued into our Reception classes.
- Comply with local authority's guidance on safeguarding policies and procedures. Our nursery teacher is a lead teacher taking responsibility for safeguarding.
- Have clear policies and procedures for identifying and supporting children with special educational needs and/or disabilities (SEND). There is a lead Early Years SENDCO who liaises between nursery and school. Information regarding SEND/Inclusion is available via our website or a written copy of our policy is available on request.
- Identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes
- Have a complaints policy which is issued to all families as part of the registration process. It is also available upon request.

All additional policies are available on request.

Admission to our maintained nursery class is operated by the school. Parents/Carers are invited to complete a school admission form which will ensure that they are placed on an admissions list held in the school office. You will then be contacted by the school office or Nursery Manager to discuss your needs.

Children are generally admitted to our nursery class in one intake block in the September after their third birthday. If there is still space availability, we will offer these in the spring and summer term for children who have turned 3 years in the previous term. Please see the table below to see when children will be able to access free entitlement.

Children who are 3 between:	(depending upon availability) Will have a place from the following:
1 <sup>st</sup> April and 31 <sup>st</sup> August	September

1 <sup>st</sup> September and 31 <sup>st</sup> December	January
1 <sup>st</sup> January and 31 <sup>st</sup> March	April

All three and four year olds are entitled to a universal offer of 15 hours free early years' education and childcare per week, for 38 weeks of the year. We offer this during school term time. From September 2017 we will also be offering the extended 30 hours offer for eligible families, again during school term time. This will be operated over a core 6 hour period within our school day.

Early Education is offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum available) –

- Mon – 8.30-11.30 or 12.00 – 3.00 or 9.00 – 3.00
- Tues – 8.30-11.30 or 12.00 – 3.00 or 9.00 – 3.00
- Wed – 8.30-11.30 or 12.00 – 3.00 or 9.00 – 3.00
- Thurs – 8.30-11.30 or 12.00 – 3.00 or 9.00 – 3.00
- Fri – 8.30-11.30 or 12.00 – 3.00 or 9.00 – 3.00

Additional hours can be paid for, in order to extend provision and enable flexibility (please see table below)

Time	Session	Charge
7.45am	Woodside Wonders breakfast club	Separate package available from school office
8.30 – 11.30am	Nursery morning session 15 hours	Funded £4 per hour if taken in addition to funded hours.
12.00-3.00pm	Nursery afternoon session 15 hours funded	Funded £4 per hour if taken in addition to funded hours.
9.00am – 3.00pm	Nursery session 30 hours	Funded, if eligible
8.30am – 9.00pm	Nursery additional session for 30 hour funded places only	£4 per hour/pro-rata (£2)
3.00pm - 6.00pm	Woodside Wonders Afterschool club	Separate package available from school office.

Additional nursery hours will be charged at a rate of £4.00 per hour where applicable. All other times are wrap-around care and will be charged according to our Woodside Wonders charging policy.

Please note that if you are only taking up a proportion of the 15 hour offer, we recommend a minimum of 3 sessions per week to establish continuity for your child.

#### Eligibility

We will check original copies of birth documentation to confirm that a child has reached the eligible age to receive any of the free entitlements. We will keep a paper copy of the birth

certificate for audit purposes. This will be stored securely and destroyed once it is no longer needed for auditing purposes.

When an application is being made for the extended 30 hour entitlement, we will ask for the 11-digit eligibility code which is issued by HMRC via the digital childcare service. As a provider, we will confirm the validity of this code via the DfE Eligibility Checking Service (ECS).

We will also ask for the child's date of birth and the National Insurance number of the parent who made the application.

To enable us to verify the eligibility code, we will seek written consent of the parent.

Applications for eligibility should be made during the term prior to when entitlement is to begin.

If a child is receiving the 15 hour entitlement and a parent becomes eligible for 30 hours part way through a term, the additional hours can be claimed the term following the date on which the code was received. This will depend upon place availability.

Parents can not claim 30 hours free childcare once their child has reached compulsory school age or once they are in a reception class.

Once the eligibility checks are complete, we will make a confirmed offer of a place.

Every eligibility code will have a 'validity start date' and a 'validity end date' attached to it. Parents will need to reconfirm their eligibility every 3 months. This will be prompted by the digital eligibility childcare service. If they are no longer eligible to receive the extended entitlement, a grace period will be applied by the local authority and we as a provider will be informed. At the end of this grace period, a child's extended place will cease. The child will still be entitled to the universal offer.

#### Initial application and offer of spaces

If our nursery class is over subscribed we use the following Local Authority criteria to prioritise places in this order:-

1. Children with an EHCP naming the nursery.
2. Children in public care who are due to access three and four year old funding.
3. Children who are due to access three and four year old funding who are living in the area served by the school and nursery and who have a brother or sister attending the school.
4. Children who are due to access three and four year funding who are living in the area served by the school and nursery.
5. Children who are due to access three and four year old funding living outside the area served by the school and nursery and who have a brother or sister attending the school.
6. Children who are due to access three and four year old funding living outside the area served by the school and nursery.

If all children cannot be offered a place using the above criteria, the highest priority in each category will be given to the children living nearest the nursery. This distance will be measured on a straight line "crow fly" basis using Ordnance Survey data. The address will be measured from the post office address point on the property.

When making an application for one of our extended spaces, we will:

- Apply the above criteria.
- Require proof of eligibility.
- Give priority to families requesting to take the majority of their hours with us.

- After that, spaces will be made available to families sharing their provision between 2 providers.

### Holidays taken during term time

Nursery education is a non-statutory stage. However as a parent you are only able to claim funding for the actual sessions your child attends nursery including sickness and short term occasional absence. Funding must be adjusted for extended periods of absence such as holidays. In order that we can retain and fund your child's nursery place over a holiday taken during term time, we as a provider will:

1. Offer your child alternative sessions during our term, depending upon availability.
2. Charge for that space in line with our charging policy. From September 2017, these spaces will be charged at the government funding rate. Any additional hours outside of free funding entitlement will continue to be charged in accordance to our school rate.

### Lunch provision

Due to the constraints of current facilities, all children receiving the extended offer will need to bring a packed lunch from home. We do not have the facilities to provide a cooked lunch.

### Additional charges

We ask for a voluntary contribution of £5 per term to cover the cost of baking ingredients, party food etc. This can be paid directly to the school office in a named envelope. Offsite trips will be charged separately and all parents will be informed via a letter and consent form.

### Process of application

Names can be added to our waiting list in the school office through completion of a school admissions form available from the office or at [www.hethersettwoodside.org.uk](http://www.hethersettwoodside.org.uk)

January - a nursery information evening for prospective parents will be held. We will contact everyone on the waiting list prior to the evening. Dates will be advertised on our website

[www.hethersettwoodside.org.uk](http://www.hethersettwoodside.org.uk) and on posters around the village.

February - following the information evening we will send parents a form requesting their preferred choices for nursery sessions.

March/April – offers of nursery places will be made. A reply slip will be attached to the letter.

June/July – parent's information evenings and home visits take place.

If spaces become available at any point in the process or during the school year, we will contact the next family on our waiting list.

### Free Nursery Entitlement

We recognise that different families have different arrangements for funding. The school accepts payment for nursery education by the following means:

- 15 hours per week claimed termly by the parent via Hethersett Woodside Infant and Nursery School.
- 15 hours per week shared between providers. This is claimed by the parent via the

two providers. Copies of paperwork from the second provider need to be supplied, signed and agreed.

- Hours taken over and above the 15 hours' free entitlement. It is our preference that 15 hours are claimed through Woodside. However, in the event that parents/carers wish to claim free provision at a second provider, we will charge for hours taken at Woodside in accordance with our charging policy. We ask that you provide us with a letter clearly stating your requirements between the two providers.
- Invoices will be sent on a termly basis.
- Employer's child care vouchers can be used against paid provision.
- Tax Free Childcare.
- We will claim free funding entitlement from the first week of term based on dates supplied to us by Norfolk County Council. Families taking provision with two providers may need to consider how this affects their claim/payment with the other provider.
- We need one month's written notice of any intention to change nursery requirements.

### Transition into Nursery

All parents will be contacted in June with full details regarding our transition process. The following outlines the general timeline for transition.

June – Parents' Welcome Evening.

June/July – home visits by our nursery staff to meet the children and family.

September – stay and play sessions will be offered to all children and their parents/carers during the first week of term.

Transition into nursery will take place, in small groups, over a 2 week period. We will claim funding from the first planned day of attendance.

- Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), our complaint procedure should be followed and a complaint can be submitted directly to Mrs Angela Jermy (Headteacher).