

HETHERSETT WOODSIDE PRIMARY & NURSERY SCHOOL

ADMISSIONS POLICY

MAINTAINED NURSERY CLASS and HETHERSETT PRE-SCHOOL PLAYGROUP

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 for children aged 3-4 years and is an integral part of Hethersett Woodside Infant and Nursery School. A qualified, Early Years teacher, who teaches within the unit, manages the daily operation. We offer 26 places morning and afternoon and are a provider of the government funded universal 15 hours, and extended 30 hours offer. We provide between 10-15 spaces each day for eligible families to access the extended 30 hours offer.

Hethersett Ducklings Pre-School is our on-site playgroup, which is operated by the governors of Hethersett Woodside Primary and Nursery School. The Nursery teacher/Assistant Head of the school leads the management of the Pre-School. The playgroup supervisor who holds a relevant level 3 qualification manages the day-to-day operation.

It provides 22 spaces per session for children aged 2-4years. We offer weekday morning sessions, and an additional lunch club, all based on demand and financial viability. A parent and toddler group operates for one afternoon session for children aged 18 months to 2 years. This is a demand led group and will only operate once sufficient numbers are registered. It is run by 2 members of the playgroup staff and parents stay with their children for this session.

As a provider we:

- Comply with all relevant legislation and insurance requirements.
- Make our Admission Policy available to parents as part of the registration process. It is available via our website/upon request.
- Provide an EYFS curriculum, which is continued into our Reception classes.
- Comply with local authority's guidance on safeguarding policies and procedures. Our nursery teacher is the DSL taking responsibility for safeguarding, along with the playgroup supervisor (SLP).
- 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 in both settings who liaise between playgroup, nursery and school over SEND provision. 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 displayed within the setting and on the school website Individual copies are available upon request.

All additional policies are available on request.

Admission to our maintained nursery class and Pre-School Playgroup 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. The Nursery Manager or a member of the school office team will contact you to discuss your needs.

Children on the waiting list for Hethersett Ducklings Pre-School, will be organised in birth date order.

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 st April and 31 st August	September
1 st September and 31 st December	January
1 ST January and 31 st March	April

Hethersett Pre-School offer government funded places for 2 year olds for eligible families. The universal offer of 15 hours free early years' education and childcare per week, is available to children from the term following their third birthday. Spaces are also available for 2 and 3 year olds for fee-paying families, in line with our charging policy.

Provision across both settings is term time only.

Fee paying and the Early Education offer is available to families for 38 weeks of the year. The fee paying and funded hours can be taken (to the maximum available):

In our Pre-School Playgroup:

Monday – Friday 9.10-12.10 12.10 – 1.10 lunch club, based on demand.

In our Nursery class:

Monday – Friday 8.30-11.30 or 12.00 – 3.00 or 9.00 – 3.00

Fee structure for Hethersett Pre-School Playgroup

Time	Session	Charge
9.10-12.10	Playgroup	Age 2- 3years £4.50 per hour £13.50 per session
12.10 – 1.10	Lunch club	£4.50
1.15 – 2.30	Toddler group	£4.50 for session

For children in our Nursery class, 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 £4.50 per hour if taken in addition to funded hours.
12.00-3.00pm	Nursery afternoon session 15 hours funded	Funded £4.50 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	£4.50 per hour/pro-rata (£2.25)
3.00pm - 6.00pm	Woodside Wonders Afterschool club	Separate package available from school office.

Additional nursery hours will be charged at a rate of £4.50 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, in our nursery class, 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 2 year old funding entitlement or 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 via the EY claim form.

All families will need to check their eligibility via the online checker (www.norfolk.gov.uk/take2). Before a place can be offered, families must present to the school, a copy of the email message received following completion of the online check. The email will confirm eligibility plus denotes a NCC reference number (starting with an A).

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 Pre-School Playgroup or 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.

Lunch provision

Due to the constraints of current facilities, all children receiving the extended offer or

attending lunch club at the Pre-School will need to bring a packed lunch from home. We do not have the facilities to provide a cooked lunch.

Additional charges

Hethersett Woodside Nursery and Pre-School invites parents to make a voluntary contribution of £5 a term to cover the cost of baking ingredients, craft supplies etc. This is in line with EY funding agreement guidelines.

Offsite trips and special events will be charged separately and all parents will be informed via a letter and consent form.

Process of application for our nursery class

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

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 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.

Process of application for our pre-school playgroup

- 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
- Our office team will contact you about your requirements and arrange starting dates.
- May – admissions for the following September will be organised
- June/July – an open eve for parents will be held by the supervisor.

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 half-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 or pre-school 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.

Transition into Playgroup

June/July – Parents' Welcome Evening.

End of July – Settling sessions

September - Transition into playgroup 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 the Head Teacher and/or Chair of Governors.