

# HETHERSETT WOODSIDE PRIMARY & 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 - June 2018
- Early years Entitlements: Operational Guidance for Local Authorities and Providers – June 2018

Our Nursery unit offers provision for children aged 2-4 years and is an integral part of Hethersett Woodside Primary and Nursery School. Our Assistant Head, a qualified Early Years teacher, who teaches within the unit, manages the daily operation. We offer 72 places morning and afternoon across 2 rooms 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. We offer government funded places for 2 year olds for eligible families.

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 lead DSL 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 within the setting who works alongside the school SENDCO 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 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.

Our main intake point is September at the start of the academic year. We offer places for 2-4 year olds in our Hedgehog room and places for 3-4 year olds in our Squirrel room.

Additional places will be offered throughout the year, depending upon availability.

If our Nursery class is oversubscribed we use the following Local Authority criteria to prioritise places in this order following closure of applications (March):-

1. Children with an EHCP naming the nursery.
2. Children in public care who are due to access aged two, three and four-year-old funding.
3. Children who are due to access two, 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 two, three and four-year-old funding who are living in the area served by the school and nursery.
5. Children who are due to access two, 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 aged 2-3 years from within the area and are fee paying.
7. Children who are due to access two, three and four-year-old funding living outside the area served by the school and nursery.

Additional criteria is used 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.

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.

January 2021 – the nursery aims to open a further class in the Hedgehog room in the afternoons.

We offer up to 4 spaces per session for the very youngest 2 year olds (2 years–2 years 5months)

Places can be paid for by:

- Payment of fees (see charging policy)
- Access to 2year old entitlement for eligible families
- Access to 3 & 4 year old entitlement – 15 hours universal, or 30 hours extended offers

Please see the table below to see when children will be able to access free entitlement.

Children who are 2years	Eligible families only
Children who are 3 years between:	
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

**Provision 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 Hedgehog class:

Monday – Friday 8.30-11.30

In our Squirrel class:

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

Funding options

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 Primary 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.
- In the autumn term we operate a phased entry to the nursery. We don’t charge for stay and play sessions and in this term only funding will be claimed from your child’s actual start date.
- We need one month’s written notice of any intention to change nursery requirements. If this notice period is not given, fees will still be charged.

Time	Session	Charge
7.45am	Woodside Wonders breakfast club	Separate package available from school office
8.30 – 11.30am	Nursery morning session 15 hours	<ul style="list-style-type: none"> <li>• £14.50 per session</li> <li>• Government funded</li> <li>• £4.90 per hour if taken in addition to funded hours.</li> </ul>
12.00-3.00pm	Nursery afternoon session 15 hours funded	<ul style="list-style-type: none"> <li>• £14.50 per session</li> <li>• Government funded</li> <li>• £4.90 if taken in addition to funded hours.</li> </ul>
9.00am – 3.00pm	Nursery session 30 hours	<ul style="list-style-type: none"> <li>• Government funded, if eligible</li> <li>• £4.90 per hour if taken in addition to funded hours.</li> </ul>
8.30am – 9.00pm	Nursery additional session for 30 hour funded places only	<ul style="list-style-type: none"> <li>• £4.90 per hour/pro-rata</li> </ul>
3.00pm - 6.00pm	Woodside Wonders Afterschool club	Separate package available from school office.

Additional nursery hours will be charged at a rate of £4.90 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 we recommend a minimum of 2 sessions per week in our Hedgehog class and 3 sessions per week, in our Squirrel class, to establish continuity for your child.

Parents can view childcare payment options by visiting:

<http://www.childcarechoices.gov.uk/>

### 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.

Completion of the parent/carer Claim form is a mandatory process, each term.

### 2 year old funding entitlement

All families will need to check their eligibility via a Norfolk Education Online (NEO) account. The account activity will display the outcome of the check plus provide an email to confirm eligibility.

It is not possible to complete an eligibility check before the child is 21 months.

We as a provider can support families to complete an eligibility check by helping them set up their NEO account.

### 3 year old funding entitlement

For extended 30 hour entitlement, we will ask for the 11-digit eligibility code which is issued by HMRC online account. As a provider, we will confirm the validity of this code via the DfE Eligibility Checking Service (ECS).

Parents can also check the status of their HMRC code via an NEO account. This **does not** replace their HMRC account which must be used to confirm their code every 90 days. 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.

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 and confirmed with us by the end of 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.

### Early Years Pupil Premium

The aim of the funding is to close the attainment gap between those that attract the funding and their peers.

### Lunch provision

Lunch provision is currently available for those children attending on a 30hour package. From September 2020 Norse will be able to provide a cooked school dinner or a packed lunch. This lunch will be subject to a small daily charge. Children can also bring packed lunches from home.

Lunch club for 15hour users is planned once we are operating within our new setting.

### Additional charges

Hethersett Woodside Nursery and Pre-School invites parents to make a voluntary contribution of £10 for the year to cover the cost of consumables such as baking ingredients, parties, nappies, high use craft supplies. This is in line with EY funding agreement guidelines which can be read on our school website under the nursery pages. 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 classes

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 <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 (above) 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.

### 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 the Head Teacher and/or Chair of Governors.