

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 92 places across our 2 rooms, with places flexibly available for morning and afternoon or whole day sessions.

As a provider we:

- are a provider of the government funded universal 15 hours, extended 30 hours and 2 year old funded places for eligible families.
- Offer Early Education within National parameters ie. no session to be longer than 10 hours, no minimum session length, no places offered before 6am or after 8pm, a maximum of two sites in a single day.
- will work with parents and carers to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for their working hours.
- comply with all relevant legislation and insurance requirements.
- make our Admission Policy available to parents and carers 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 the 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.
- aim to 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. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way a complaint can be submitted directly to the Headteacher/Chair of Governors of the school.

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 Nursery office. The Nursery Manager or a member of the Nursery 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.

We offer up to 6 spaces per session for the very youngest 2 year olds (2 years–2 years 5 months)

Places can be paid for by:

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

Please see the following table to see when children will be able to access free entitlement:

Children who are 2 years	Eligible families only
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Children who are 3 years between:	
1 st April and 31 st August	September

1 st September and 31 st December	January
1 ST January and 31 st 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 8.45 - 11.45 12.00 - 3.00

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

The total number of hours available to claim under the 15 hour universal offer is 570 hours. The 30 hour extended offer total is 1140. If, due to the position of public holidays, school term dates and your pattern of attendance, this total is exceeded, we reserve the right to issue an invoice for the difference, or as a parent you can opt to reduce your sessions to match the claim. Your funding form will display the relevant claim period and the total hours claimed to date. It is the parent's responsibility as claimants to be aware of the total number of hours remaining.

Time	Session	Charge
7.45am	Woodside Wonders breakfast club	Separate package available from school office
8.30am - 11.30 am or 8.45 am - 11.45am	Nursery morning session 15 hours	<ul style="list-style-type: none"> • £15.00 per session • Government funded • £5.00 per hour if taken in addition to funded hours.
12.00-3.00pm	Nursery afternoon session 15 hours funded	<ul style="list-style-type: none"> • £15.00 per session • Government funded • £5.00 if taken in addition to funded hours.
9.00am – 3.00pm	Nursery session 30 hours	<ul style="list-style-type: none"> • Government funded, if eligible • £5.00 per hour if taken in addition to funded hours.
8.30am – 9.00pm	Nursery additional session for funded places only	<ul style="list-style-type: none"> • £5.00 per hour/pro-rata
3.00pm - 6.00pm	Woodside Wonders Afterschool club	Separate package available from school office.

Additional nursery hours will be charged at a rate of £5.00 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 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:

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

Eligibility

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for free entitlements.

A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

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.

Before a place can be offered, families must supply their child's unique 6-digit code to us. In order for us to carry out the required eligibility checks we need parent's National Insurance numbers.

Where a child is already in receipt of 2 year old funding but because of their birth date will not become eligible for 3 year old 30 hour funding until one term later, the situation can be discussed with the Nursery Manager. In these circumstances and subject to availability, we may be able to offer a 30 hour place to enable the parent to return to work.

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 denote an 11-digit numerical NCC reference number. In order for us to carry out the required eligibility checks we need parent's National Insurance numbers.

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 30 hour package. Norse are able to provide a cooked school dinner or a packed lunch. This lunch is subject to a small daily charge. Children can also bring packed lunches from home.

Lunch club for 15 hour users is available.

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 Nursery office through completion of a school admissions form available from the School 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. Acceptance of the place to be confirmed by Mid May.

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

September - transition days and staggered starts commence.

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 – Parent/Carer 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.

Policy Updated May 2023