

HETHERSETT WOODSIDE PRIMARY & NURSERY SCHOOL

MAINTAINED NURSERY ADMISSIONS POLICY

Early Years Provision of government funded childcare and education

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

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 the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

As a provider we:

- are a provider of 2 year old 15 hours funding for families receiving some additional forms of Government support, 2 year old 15 hours funding working parent entitlement, 3 and 4 year old universal 15 hours funding entitlement and 3 and 4 year old 30 hours funding working parent entitlement.
- 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

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on our website.

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:

- Access to 2 year old entitlement for families receiving some additional forms of Government support
- Access to 2 year old working families entitlement
- Access to 3 and 4 year old universal entitlement
- Access to 3 and 4 year old working families entitlement
- Payment of fees (see charging policy)

For 2 year olds £21.30 is charged per session. For 3-4 year olds £18 is charged per session.

Additional nursery hours will be charged at a rate of £7.10 for 2 year olds and £6 for 3-4 year olds per hour were applicable.

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

Children who are 2 years	Eligible families only
Children who are 3 years between:	
1 st April and 31 st August	September
1 st September and 31 st December	January
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 9.00-3.00 (for 3 and 4 year olds)

In our Squirrel class:

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

Funding options

Early Education is offered to families 38 weeks of the year.

Funded hours can be claimed -

- Mon – max hours = 6 (8.30 am - 3.00pm)
- Tues – max hours = 6 (8.30 am - 3.00pm)
- Wed – max hours = 6 (8.30 am - 3.00pm)
- Thur – max hours = 6 (8.30 am - 3.00pm)
- Fri – max hours = 6 (8.30 am - 3.00pm)

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

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

- 15/30 hours per week claimed termly by the parent/carer via Hethersett Woodside Primary and Nursery School.
- 15/30 hours per week shared between providers. This is claimed by the parent/carer via the two providers. Copies of paperwork from the second provider need to be supplied, signed and agreed.
- 30 hours per week claimed termly by the parent/carer via Hethersett Woodside Primary and Nursery School
- 30 hours per week shared between providers. This is claimed by the parent/carer via the two providers. Copies of paperwork from the second provider need to be supplied, signed and agreed.
- Hours taken over and above the free entitlement. It is our preference that 15/30 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.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

The total number of hours available to claim under the 15 hours 2 year old entitlement for families receiving some additional forms of Government support, 15 hours 2 year old working families entitlement and 15 hours 3 and 4 year old universal entitlement is 570. The 30 hour 3 and 4 year old working families entitlement 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.

Additional nursery hours will be charged at a rate of £7.10 for 2 year olds and £6 for 3/4 year olds 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>

If you are unable to pay our charges, please speak with Nursery Manager to discuss the alternative options available.

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 receiving some additional forms of Government support will need to check their eligibility via a Norfolk Education Online (NEO) account. All working families in receipt of 2 year old funding will need to check their entitlement via their HMRC online account.

It is not possible to complete an eligibility check before the child is 21 months. Before a place can be offered, families must supply their child's unique code to us. Parents/carers are responsible for reconfirming their eligibility codes. In order for us to carry out the required eligibility checks we need parent's National Insurance numbers.

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement..

3 year old funding entitlement

For working families 30 hour entitlement 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.

SEND Support

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will -

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs

and Disability Code of Practice

- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

Early Years Pupil Premium

We 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. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

Lunch provision

Lunch provision is currently available for those children attending on a 30 hour package. Norses 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

Parents are asked to make a contribution of £10 per academic year towards the cost of consumables.. 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.

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 July 2024