

NORTHAM SCHOOLS FEDERATION



Explorers Nursery at St George's C of E (VA) Infant School Admissions Policy

Early Years Education Funding for two, three and four year olds

All three and four year olds are entitled to a free early years education place for 570 hours. Children whose parents are working may be entitled to 1140 hours a year. Funded hours can be taken over no fewer than 38 weeks of the year with an option to stretch funding up to 52 weeks a year. Our maximum offer is 24hrs per week or four full days.

Our nursery is an approved provider and can admit two-year-olds from the start of the term in which they have their third birthday. Some two-year-olds are eligible for a funded place via a 'Golden Ticket.'

We admit children that will be using their Early Years Funding and will attend a minimum of two sessions per week taken over any two days up to a maximum of five funded sessions per week. When availability allows one additional session per week may be purchased where children will be in setting for three full days. The maximum amount of funded time in a day is 6 hours. We do not offer pre or after school care for Nursery children.

Admissions to the nursery

Parents interested in their child joining our Nursery should complete a Note of Interest Form and return it to the school office. We will contact you to invite you to an Open Day prior to your child starting.

Final admission to Nursery is dependent on receipt of a completed Explorers Parent Agreement Form.

Northam St George's admits:

- Non-funded and eligible two-year-olds funded as rising three year olds at the start of the term in which they have their third birthday.
- Early Years Universal funded three and four year olds from the start of term following their third birthday.
- We will not accept admissions in Summer Term for four year olds who will be starting school in September.

Funding admission rounds		
Children born between	Can start as Golden Ticket or paying 2yr olds in the:	Can start as funded 3yr olds for 15 or up to 30 hrs in the:
1 September and 31 December	Autumn Term (September)	Spring Term (January)
1 January and 31 March	Spring Term (January)	Summer Term (April)
1 April and 31 August	Summer Term (April)	Autumn Term (September)

Golden Ticket and paying two year olds

Eligible rising three year olds are entitled to a free early years education place for 570 hours a year. This equates to 15 hours a week over 38 weeks of the year (term time) we only offer afternoon sessions (12.00pm – 3.00pm) with a minimum of two sessions per week taken over any two days. More information on Golden Ticket funding can be found online at www.childcarechoices.gov.uk

Universal 15 hour funding

All three and four year olds are entitled to a free early years education place for 570 hours a year. This equates to 15 hours a week over 38 weeks of the year (term time) Fifteen hours is five sessions per week at our setting. Please note we accept a minimum booking of two sessions per week taken over any two days.

Extended Hours – 30 hour funding

Families that have an 11 digit **extended entitlement** code can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year (term time) our maximum offer is up to 24 hours per week when four full days are taken.

We offer Early Years Universal Funded spaces in a flexible way:

- Morning sessions of 9.00am to 12.00pm and
- Afternoon sessions of 12.00pm to 3.00pm and
- All day sessions of 9.00am to 3.00pm during term time only.

If you choose an afternoon or an all-day session this includes the lunchtime period 12.00 – 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Funding.

More information about 30 hour funding can be found online at www.childcarechoices.gov.uk

Claiming the Early Years Education Funding

Your child's Early Years Funding can be taken at more than one provider; but you cannot use providers on more than two sites in one day.

We will ask you to indicate which sessions are being taken as funded and which you are paying for.

Parents must not claim more than the 570 or 1140 hour entitlement, checks are carried out to ensure that over claims are not made.

If you choose, your child's Early Years Funding can be 'stretched' to give a reduced number of hours per week over more weeks of the year. There are many options available, one example may be 11 hours funding a week over 50 weeks, and parents could then opt to pay the additional 4 hours per week to make up their fifteen hours.

More information on stretched options can be found online at www.childcarechoices.gov.uk

Increasing the hours attended

If a session becomes available part way through a term priority for the session will be given to children who are already attending the nursery and require the session to increase up to a maximum of 18 hours over three full days or up to 24 hours if eligible.

Session Offers

Session offers will be made after an initial meeting with parents and subject to spaces available. All offers will be made in line with the requirements set out in this policy. All sessions offered will be subject to a review at the end of the first half term to assess suitability and ensure your child's needs are being met.

Where sessions slots allocated for two year olds have not been taken up by the end of the term prior to the new intake, they will be offered to parents of three year olds on the reserve list.

Changes to attendance

Changes to the times when a child is attending will only be agreed to take effect from the start of a term. We do not allow session swapping and are unable to offer one off or random additional sessions.

Charging

There is no charge for applying for a place.

Sessions are currently charged at £5.00 per hour. Attendance must be taken in three hour blocks, we do not offer part sessions.

When purchasing an additional session, payment MUST be made in advance. Funded and paid for sessions must be clearly indicated in the Parent Agreement Form. Where a parent has failed to pay for additional Nursery provision the school will write to, text or contact the parents advising of the situation and the amount outstanding. If this proves unsuccessful the child will be unable to attend the additional session requested until payment is made.

If your child is staying all day you will be able to choose between sending a packed lunch or buying a school meal. Afternoon only children will need to bring a packed lunch when they arrive at 12.00pm.

School meals can be purchased in advance for children staying all day. Please note we are unable to provide a school meal without prior payment. **Free School Meals are only available for eligible children when attending full days.**

Please understand your child's funding does not cover the cost of consumables such as nappies, pull-ups or wet wipes – you will need to provide these for your child.

Childcare Vouchers and Tax Free Childcare

Our school accepts the following childcare vouchers - Computershare, Sodexo and Busy Bees. If your employer has a different voucher scheme please contact the school office to discuss your requirements.

Our school is registered for tax free childcare or thirty hour funding. Eligible parents can apply through [Childcare Choices](#)

School Lunches

School meals can be purchased in advance for children staying all day. Please note we are unable to provide a school meal without prior payment. [Free school meals](#) are provided for children (whose parents meet the [eligibility criteria](#)) when they are in Nursery for an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must apply through the Citizens Portal <https://oneonline.devon.gov.uk/CCSCitizenPortalLIVE/Account/Register>

Uniform

Children attending our Nursery are expected to wear a uniform. Nursery sweatshirts can be purchased from the school office and the rest of the uniform can be bought from retail outlets. Trousers, shorts and skirts should be black. Summer dresses are green check. We prefer velcro shoes to increase independence and request that no open sandals, crocs or wellies are worn in Nursery for safety reasons.

Charges for Absence and Holiday

In the event of illness and holiday falling on a paid session day parents will be charged at full rate. Non-attendance for two full weeks without notifying the school may result in a child's place being cancelled.

Charges for non-arrival or leaving part way through a term

In line with our Parent Agreement form all charges are made via a termly contract. Once the agreement has been signed and returned parents are liable to pay session costs for that complete term.

Nursery opening

Although broadly open in line with the main school term dates, Nursery days may differ slightly. You will be made aware of closure days in advance. There will be no charges on closure days.

Parent Role

As part of your child's enrolment you will be invited to regular meetings regarding their development and learning, attendance is an expectation.

Early Years Pupil Premium

The Early Years Pupil Premium is a sum of money paid to providers for 3 and 4 year old children whose families are in receipt of certain benefits. All parents will be required to fill in the registration form on our Parent Agreement Form to determine eligibility.

Published Nursery Admissions Number (PNAN)

This is the number of places we make available for our normal nursery intake, our current PNAN is 52.

The table below sets out our Published Nursery Admissions Number (PNAN)

The maximum number of 3 and 4 year old children in any one session:	AM 26 PM 13 Autumn 17 Spring 21 Summer
The maximum number of 2 year old children in any one session:	PM 4 (Autumn) 4 (Spring) 4 (Summer) +1 discretionary
The maximum number of 2,3 and 4 year old children that will be in session at any one time:	26 per session

Where the number of applications exceeds the number of places available we will use the main school admissions oversubscription criteria. Places will not be prioritised according to how long a child's name has been on our waiting list or by the age of the child or by whether the sessions are funded or bought.

Admissions appeals

If a nursery place is refused, parents can go through the schools complaints process to express their concerns.

GDPR

For information on Data Privacy please refer to the school statement in the GDPR section on the school website.

Policy Version

This policy was determined by the Northam Schools Federation Board of Governors on 24th September 2018

and will be reviewed annually

' Explorers Nursery' is committed to ensuring that consistent effective procedures are in place in compliance with the Northam Schools' Federation **safeguarding** procedures in promoting the welfare of children and expects all staff and volunteers to share this commitment.'