



## Nursery Admissions, Charging and Waiting List Procedure

### Queen's Hill Primary and Nursery School Nursery Policy

Queen's Hill Nursery is a 52 place Early Years setting for 3 and 4 year olds (26 per session). We run a morning session (8.30am - 11.30am) and an afternoon session (12.00 noon - 3pm) for 3 hours per session. The provision is available from Monday to Friday, during term time.

All 3 and 4 year old children are entitled to 15 hours of funded sessions a week and access to Early Years provision for 38 weeks a year. At Queen's Hill Nursery, parents can use their free entitlement of 15 hours per week. This can be used between our nursery and another setting. Funding is available from the September following a child's third birthday.

Government funding is intended to cover the cost to deliver 15 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The free entitlements will be delivered consistently so that all children accessing any of the free entitlement will receive the same quality and access to provision.

In order to claim the funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school.

### Payment

Queen's Hill Nursery do not currently offer additional paid sessions.

We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

### Notice Period

If you no longer require a place at Queen's Hill Nursery we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

### Admissions

We will work with parents and carers to ensure that as far as possible the hours/sessions can be taken as free provision. Queen's Hill Nursery offer admissions in line with Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Children with an Education Health and care Plan (EHCP) for special educational needs that names Queen's Hill Primary and Nursery School
2. Are in the public care or have been adopted
3. Live within catchment area and a sibling is already in the School/Nursery. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').
4. Live within the catchment area. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').
5. Live outside the catchment area but already have a sibling in school. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').
6. Live outside the catchment area. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').

In order to request a place at Queen's Hill Nursery please contact the School Office after your child's second birthday. The child will then be added to the appropriate waiting list and places allocated as per the admissions policy.

We offer 15 hours free funded places over 5 sessions for all 3 and 4 year olds in the September following their third birthday. We offer either 5 x morning sessions or 5 x afternoon sessions - Monday to Friday. We prioritise children who wish to take up the full 15 hours curriculum time.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed to the maximum available (15 hours):

Monday- 8.30am-11.30am and 12.00 noon-3.00pm

Tuesday- 8.30am-11.30am and 12.00 noon-3.00pm

Wednesday- 8.30am-11.30am and 12.00 noon-3.00pm

Thursday- 8.30am-11.30am and 12.00 noon-3.00pm

Friday- 8.30am-11.30am and 12.00 noon-3.00pm

Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed nursery admissions form and the child's original birth certificate for photocopying. These documents must be received before the child can start their sessions.

For more information on admissions or to book a visit to the school please contact the school office on Tel: 01603 746857 or email [office@queenshill.norfolk.sch.uk](mailto:office@queenshill.norfolk.sch.uk).

## SEND

At Queen's Hill Nursery we aim to provide a welcoming and stimulating learning environment, to support the needs and development of all children. We value every child equally within the nursery and diversity is celebrated. At Queen's Hill we provide a broad and balanced curriculum which allows each child to achieve, develop and grow.

The curriculum we offer is full inclusive to ensure the best possible progress for all of our children, whatever their needs. This incorporates all children with SEND as well as those from ethnic groups and Looked-After Children. We follow the requirements of the EYFS 2017 and provide an inclusive environment for children and their families. We comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

At Queen's Hill Primary School & Nursery we have a dedicated inclusion team, led by Miss Mason, to support with all SEND. There are four broad categories of SEND:

Communication and Interaction

Cognition and Learning

Social, Emotional and Mental Health

Physical and Sensory

For any enquiries around SEND please contact Miss Corbett, Nursery Teacher, Miss Compton, EYFS lead/SLT or Miss Mason, Inclusion Leader.

Further information and our SEND Policy can be accessed on our school website

[www.queenshill.norfolk.sch.uk](http://www.queenshill.norfolk.sch.uk)

### Early Years Pupil Premium

We aim to identify all children who are entitled to 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. We aim to inform with parents/carers about how this money is used to support their child.

### Setting Closures

Queen's Hill Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher trainings days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises, industrial actions, etc. We will give as much notice of these situations as possible.

### Complaints Procedure

We aim for everyone to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and Early Education and Childcare Statutory Guidance for Local Authorities). The Complaints Procedure can be accessed on the school website: [www.queenshill.norfolk.sch.uk](http://www.queenshill.norfolk.sch.uk). If you would like a paper copy of the Complaints Policy, please contact the school office on 01603 746857.

### **Waiting List Policy and Procedure**

Queen's Hill Nursery has waiting lists for September admissions for this academic year and future ones. The lists are managed by the school office. We offer 15 hours free funded places over 5 sessions (either 5 mornings or 5 afternoons) starting in the September following their third birthday. All individual applications are considered and any reasonable steps will be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website.

### Waiting List and Admissions Procedure

When a prospective parent/carer contacts the school, staff will:

\*Take basic details to be added to the appropriate waiting list.

\*Inform the parent that the intake of new children takes place in September but that there may be a short-term waiting list for vacancies that arise within the Nursery throughout the school year.

\*Inform the parent of the relevant start date for their child.

\*Inform the parent that a home-visit will be offered in the Summer term before the child is due to begin nursery.

\*Explain that the application details will be added to the relevant list and that the school office will contact the parent/carer when a place becomes available (short term) or with the offer of a place for September sessions at the end of May. From September 2018 letters offering a Nursery place will be sent to parents in the last week of April.

\*Refer the parent to the school website for more information.

#### Short-term Waiting List

The Nursery staff must keep the office informed about any vacancies that arise during the year so that they can contact the appropriate person from the short-term waiting list. Sessions should be offered to people on the waiting list following the school's Nursery Admissions criteria. If nobody on the list is eligible then additional hours can be offered to anyone mid-term that requires and is entitled to the 15 hours free childcare.

#### Settling in Sessions

In the academic year before starting Nursery, we offer nursery children 3, 1 hour sessions to come and visit our settling with their parent/carer. Parents/carers will receive an invitation to attend and may choose to attend one or all of the sessions.

In the Autumn term parents/carers are offered a staggered entry for their child, to allow them to settle into the setting more effectively.

Signed: ..... (Headteacher)

Signed: ..... (Chair of Governors)

Policy written: Jan 2018