



Nursery Admissions, Charging and Waiting List Procedure

Aims:

To settle the children into the school environment as quickly and as happily as possible.

To enable staff to plan together for the learning needs of all the children in the class throughout the year.

Queen's Hill Nursery is a 63 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 or 30 hours a week of free, high quality, flexible childcare only. 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.

Parents claiming 30 hours funding will also need to sign into <https://www.gov.uk/sign-in-childcare-account> and confirm their details are up to date. You will then be given a code to give to the school office to confirm your entitlement. If you continue to claim when you are no longer entitled you will be charged for any hours surplus to the 15 hours funded sessions and then reallocated a 15 hour place.

Children still in nappies are able to attend the nursery although we encourage children to be toilet trained before they start. Where a child has been changed at school the nappy will then be sent home for you to dispose of.

Payment

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. A deposit is not charge to secure your child's place.

Charges for additional services such as trips will be agreed in advance with families. These will be payable via School Money.

For 30 hour funded places the following charges apply-

- Cost of lunchtime cover £1.50 per day (5 days a week).

This needs to be paid via School Money a half-term in advance. Non-payment could result in parents having to collect their child at 11:30 and return them for the afternoon session at 12:00 noon.

There is no charge for the following -

- Cost of snacks
- Consumables

Priority will be given to 30 hour funded places. However, if additional sessions become available these can be offered to parents which do not qualify for 30 hours funded places but would like to pay for the places. They will be charged at £15.00 per session.

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 that can be taken as free provision are convenient for parents' working hours.

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').

30 hours funding is available. However, there are limited places (currently 15) and priority will be given to ensure as many children on the estate can received 15 hours places.

Where there is availability, parents may be able to purchase additional sessions. These will be charged at £15.00 per session.

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 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 Policy is issued to all families as part of the registration process. It is also available via our website <http://www.queenshill.norfolk.sch.uk/school-information/forms-policies/> or upon request from the school office.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed up to 30 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. They will also be required to provide the child's original birth certificate to evidence their date of birth. This is to confirm they have reached the eligible age for the free entitlements and 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. 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.

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.

Please refer to the SEND Policy and Information Report concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND. This is available on our school website www.queenshill.norfolk.sch.uk

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 Butcher 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 Compton Nursery Teacher and EYFS lead or Miss Butcher, Inclusion Leader.

Additional funding

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.

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 June 2018). The Complaints Procedure can be accessed on the school website: 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/carers contacts the school, staff will:

*Ask parents to complete a waiting list form.

*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.

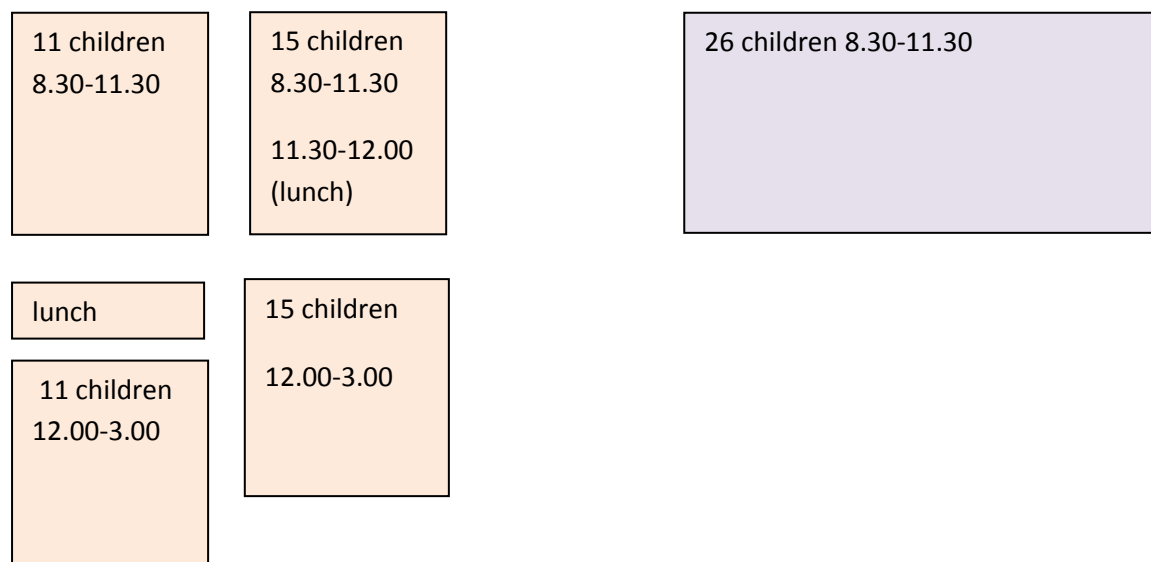
Short-term Waiting List

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.

NURSERY PROPOSAL – PILOT for Sept 2019 –July 2020



TOTAL 63 children

Limited number of 30 hours funded places to be offer in September 2019.

A charge will be made for lunchtime session of £1.50 per day.

If there are 30 hours places still available, these can be offered to parents which do not qualify for 30 hours funded places but would like to pay for the places based on a charge of £15.00 per session.