



# Queen's Hill Primary and Nursery School

We share a passion for learning

## Nursery Admissions 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.

<b>A child born in between:</b>	<b>Will become eligible for a free place from:</b>
1st April to 31st August	1st September following child's third birthday (Autumn Term)
1st September to 31st December	1st January following child's third birthday (Spring term)
1st January to 31st March	1st April following child's third birthday (Summer term)

### **Universal Entitlement - 15 Hours**

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/carers can use their free entitlement of 15 hours per week. 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 entitlements will receive the same quality and access to provision.

### **Extended Entitlement - 30 Hours**

Parents/carers may be eligible for 30 hours free funding which can be requested through the HMRC website. If parents/carers are eligible, they will be given a code by HMRC to declare on their claim form to confirm the entitlement.

Please note, Queen's Hill Nursery do not offer 30 hours provision. If parents/carers qualify for 30 hours, they are able to split these hours between our nursery and up to two other settings. However, no session can be longer than 10 hours and cannot be before 6.00am or after 8.00pm.

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

## **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 charged 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.

There is no charge for the following –

- Cost of snacks
- Consumables

If parents/carers use their free entitlement elsewhere, sessions can be purchased which 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 public care or have been adopted
3. Live within catchment area and have a sibling already in the School/Nursery
4. Live within the catchment area
5. Live outside the catchment area but already have a sibling in school
6. Live outside the catchment area

In each case, please note that if there are more applications than places, priority will 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.

In order to request a place at Queen's Hill Nursery please complete a nursery application form. This can be found on our school website, or alternatively please contact the school office.

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](mailto:office@queenshill.norfolk.sch.uk).

### **Special Educational Needs and Disabilities (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](http://www.queenshill.norfolk.sch.uk)

The curriculum we offer is fully 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 Mrs James to support all children with 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 the school office and direct your enquiry to Mrs James, Special Educational Needs Coordinator and Assistant Headteacher.

**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 training 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](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. 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.