

Ashleigh Primary School and Nursery, Wymondham

"We are all stars; Ashleigh helps us shine"



ASHLEIGH NURSERY ADMISSIONS & CHARGING POLICY

Persons Responsible:

Nursery Teacher, Headteacher

Date of Policy: February 2024

Next Review Due: January 2025

Adopted by Full Governing Body

**Mr Sam Greenhalgh
Chair of Governors**

Date

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Ashleigh Primary School and Nursery offers 15 hours free entitlement to Early Years childcare for 3- and 4-year olds; and 30 hours free entitlement to *eligible* working families, subject to availability of spaces.

We work in consultation with parents and governors to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

Nursery Session Times

Morning: 8:30-11:30am
 *Lunch: 11:30am-12:15pm
 Afternoon: 12:15-3:15pm

* Charges apply.

➤ Nursery runs for 38 weeks per year, during term time.

Nursery Provision

Nursery has provision for up to 45 children during morning sessions, and 26 in the afternoon.

Nursery Lunch has provision for 26 children. Nursery **Lunch Session** is **not** part of the **free entitlement** and parents will need to purchase this extra provision. Charges as follows:

Time	No of Claimable Funded Hours	Charges for Additional Services
Morning Session 8:30-11:30am	3 Funded Hours per session	£16.50 per session if in addition to funded hours
Lunch Session 11:30am-12:15pm	Chargeable	<ul style="list-style-type: none"> • £4.00 per session • Additional Charge for Nursery Meal currently £2.00, <i>subject to change</i>. • No charge for home packed lunch
Afternoon Session 12:15 – 3:15pm	3 Funded Hours per session	£16.50 per session if in addition to funded hours

Funded places in our Nursery are offered on the following basis:

- 15 hours per week; 5 morning sessions,
- 15 hours per week; 5 afternoon sessions,
- 15 hours per week; a combination of morning and afternoon sessions,
- 15 hours per week; 2 Full Days and 1 morning or afternoon session,

- 15 hours per week; 1 Full Day and a combination of morning and afternoon sessions,
- Up to 30 hours per week for eligible working families; maximum 5 morning and 5 afternoon sessions. (Funding cannot be claimed during our lunch period and will incur a separate charge);

Points to Remember

- **Restrictions:** The minimum number of sessions offered at Ashleigh Nursery is three per week, 9 hours.
- **Nursery Transition:** You will be advised of your child's **settling in sessions** in June/July as part of the admissions process. The settling in sessions **will not be charged**. Your child's **actual start date** will be after these sessions and will be the date that **funding can be claimed from**. If you chose for your child to have a longer settling in period then Ashleigh Primary and Nursery school reserve the right to charge for unattended sessions that can't be claimed for.

Shared Childcare Provision

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.

Funding Actions Required

- **Proof of 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 the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed in line with GDPR guidelines.
- **30 Hours Extended Offer Eligibility:** 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, a form will be issued as part of the registration process for you to complete.
- Completion of the parent/carer Claim form is a mandatory process, each term.

Notice Period

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to Ashleigh Primary School and Nursery. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will

seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Charging Arrangements

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.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

The following charges apply when families claim a funded entitlement as part of childcare arrangement

- Lunch sessions are invoiced half termly at £4.00 per session.
- Nursery Meal will be charged at currently £2.00 per meal, subject to change (Alternatively, families can provide a healthy home packed lunch)
- Additional sessions are invoiced termly at £16.50 per 3 hour session.
- Late Payments, payment terms are two weeks from date of invoice. A late payment charge £10 will be applied for any outstanding payments.

There is no charge for consumables. Families to supply personal care products.

Sessions are non-refundable, unless Nursery is closed due to exceptional circumstances.

A deposit is not charged to secure a nursery place.

The entitlement place 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 registration fee is not charge.

All families will be issued an invoice unless the balance equals zero. The payment term is within 14 days.

Nursery Admission

Our Nursery will admit pupils from the September after their 3rd birthday.

Wherever possible we will try to give your child a place at our Nursery. Sometimes we may be able to offer you a place, but the exact sessions you have requested may not be available. If this is the case, we will let you know what we are able to offer.

If there are no places available, we will keep your application on file and contact you if sessions become available.

We only take pupils into Nursery for a maximum of one year, so parents who wish to defer entry of summer born children to Reception should only apply for admission to Nursery for the year before they start Reception.

Register

Names can be added to our mailing list by either phoning the school office on 01953 602410 or email nursery@ashleighprimary.net with your child's full name, date of birth, home address and a telephone number.

We will contact you the January/February before your child is due to start with details about the admission process and how to apply for sessions.

Admission Criteria

If there are more applications than places available, the following criteria will be applied to decide which children are offered a place:

1. Children with an Education, Health and Care Plan naming Ashleigh Primary School and Nursery;
2. Looked After Children (Children in Care) and previously Looked After Children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after);
3. Have a disability and live in the areas served by the school (appropriate professional evidence will be required to confirm the disability);
4. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services), where the Ashleigh Nursery placement is identified;
5. Eligible working families who live in the area served by the school wanting to access up to 30 hours free childcare;
6. Siblings will be prioritised on the following basis
 - a. Those applying for 30 hours within the area served by the school,
 - b. Those applying for 15 hours within the area served by the school,
 - c. Those applying for 30 hours outside the area served by the school,
 - d. Those applying for 15 hours outside the area served by the school.
7. Live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission;
8. Children wanting to take their full universal 15-hour free entitlement with us;
9. Date of Birth (oldest to youngest);
10. Live outside the area served by the school who have a brother or sister attending the school at the time of their admission;

Additional criteria is used when making an application for our extended 30 Hour 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.

The minimum number of sessions offered at Ashleigh Nursery is three per week.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line “crow-fly” basis, using Ordnance Survey data.

Where spaces are still available parents can purchase additional morning or afternoon sessions.

Please be aware that having a child educated within our school Nursery does not guarantee a place in the Reception class at our school. Reception admissions are administered by Norfolk County Council School Admissions.

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 Policy is issued to all families as part of the registration process. It is also available on the school website.

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.

SEND/Inclusion Policy

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 and <https://ashleighprimary.com/key-information/sen/> to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

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.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Complaints Policy

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our website.