

NORFOLK CHILDREN'S SERVICES
 Mousehold Infant & Nursery School



Title of Policy:
Nursery Charging, Admission and Waiting List Procedure

Contacts: Rebecca Westall

This policy has been developed, reviewed & adopted as follows:

	Date of Draft	Date Agreed	Date Reviewed	Date of Review	Date of Review
Staff	Nov 2017			June 2018	
Governors	Nov 2017				

School Aims:	Respect, Help, Learn, Enjoy, Achieve.
School Self Review:	<ul style="list-style-type: none"> • How high are standards? • Pupils' attitudes, values & personal development. • How well are pupils taught? • How good are curricular & learning opportunities? • How well does the school care for its pupils? • How well is the school led & managed? • How well does the school work in partnership with parents? • How effective is the school?

Signed: (Headteacher)

Signed: (Chair of Governors)

Mousehold Infant and Nursery School Nursery Policy

Mousehold's Nursery is for 3 and 4 year olds, running a morning session (8.15am – 11.15am) and afternoon session (12.00 noon – 3pm) Monday to Friday in term time for 3 hours per session.

All 3 and 4 year old children are entitled to 15 hours a week of funding to access an Early Years provision for 38 weeks a year. Additional sessions for all children can also be bought if space is available. 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. 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, regardless of whether they opt to pay for optional hours, services, meals or consumables.

At Mousehold Nursery, parents can use their free entitlement of 15 hours per week. This can be used between our nursery and up to two other settings, however, a maximum of two settings in a single day. Mousehold Nursery provides 3 hour sessions in the morning and afternoons. Parents and carers using another setting in the same day use more of their free early education entitlement but no session can be longer than 3 hours.

This is all funded through the free entitlement so will not cost parents anything. For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions can be bought – please see charges below.

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

Additional sessions can be bought at a cost of £11.00 per session (8.15am-11.15am and 12.00 noon-3.00pm) or £4 per hour if a session is partly funded by government funded hours.

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.

How to Pay for 15+ Hours

For children who buy in additional sessions, we require half-termly payment in advance. This allows us to secure the correct staffing ratios. An invoice will be issued before the start of each half-term giving parents time to make the required payment for their child to be able to attend. Payment can currently be made by cash or cheque. We do not currently accept childcare vouchers.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc. If payment is not made before the due date a reminder will be sent. The child will be unable to attend additional sessions if payment is not received following the reminder and the place will be withdrawn.

Notice Period

If you no longer require a place at Mousehold 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 carer to ensure that as far as possible the hours/sessions can be taken as free provision.

Mousehold Nursery offer admissions in line with Norfolk County Council Admissions. Admission of places is allocated as follows:-

1. Are in the public care or have been adopted
2. Live within catchment area and a sibling is already in the School/Nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in school
5. Live outside the catchment area

In order to request a place at Mousehold Nursery, the nursery application form needs to be completed which is available from the school office. The child will then be added to the 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. Additional sessions for all children can also be bought if space is available.

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

Monday	8.15am – 11.15am and 12.00 noon – 3.00pm
Tuesday	8.15am – 11.15am and 12.00 noon – 3.00pm
Wednesday	8.15am – 11.15am and 12.00 noon – 3.00pm
Thursday	8.15am – 11.15am and 12.00 noon – 3.00pm
Friday	8.15am – 11.15am 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.

SEND

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop and grow.

We offer an inclusive curriculum 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.

Enquiries about an individual child's progress should be addressed first to the key person. Other enquiries can be addressed to Dhinasha Balachandre, Nursery Teacher, Mark Williams, EYFS lead/SLT or Julie Bright, SENCO.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special education need is identified, four types of action should be taken to put effective support in place:

1. Assess
2. Plan
3. Do
4. Review

This will be known as **graduated support**.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Further information and Mousehold Infant and Nursery School SEND policy can be accessed on our school website: www.mouseholdinfants.com

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

Mousehold 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 all nursery users 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), a complaint can be submitted to Rebecca Westall, Headteacher. The Complaints Procedure can be accessed on the school website: www.mouseholdinfants.com. If you would like a paper copy of the Complaints Procedure/Policy, please contact the school office on 01603 427012.

Date policy written: November 2017 (Revision 1 15 November 2017)

Review Date: June 2018

Waiting List Policy and Procedure

Mousehold Nursery has waiting lists for September admissions for this and future academic years. 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. Additional spaces for all children can also be bought if space is available.

The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the Mousehold Infant & Nursery School equal opportunities policy. 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:

- Give out or complete the Mousehold Nursery Application 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.
- 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 just before Easter time.
- 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 in strict order. If nobody on the list is eligible then additional hours can be bought by current parents/carers and offered to anyone mid-term that requires and is entitled to the 15 hours free childcare.



Nursery Application Form

Child's Name

Date of Birth Male/Female

Address:

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Postcode:

Telephone No: Home: Mobile:

Email address:

Parent(s)/carer(s) name(s):
..... Relationship to child

..... Relationship to child

Names of any siblings already at Mousehold Infant & Nursery School:

..... Class:

..... Class:

Please tick to indicate which sessions you would like. Free entitlement is either 5 morning or 5 afternoon sessions

	Monday	Tuesday	Wednesday	Thursday	Friday
8.15-11.15					
12.00-3.00					

I/We understand that a place at Mousehold Nursery does not guarantee a place in Mousehold Infant & Nursery School.

Signed Date
Parent/Guardian/Carer

OFFICE USE: Date received at school/enquiry made: