

# Mousehold Infant & Nursery School



**Title of Policy:**  
**Nursery Admission and Charging Policy**

**Subject Leader/Contact Person:**

**Ian Tolson**

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

	Date of Draft	Date Agreed	Date of Review	Date of Review	Date of Review
Staff	March 2021				
Trustee					

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

Signed: ..... *R. Westall* ..... (Headteacher)

Signed: ..... (Trustee)

# **Mousehold Infant and Nursery School**

## **Nursery Admission and Charging Policy**

Mousehold's Nursery is for 3 and 4 year olds, running a morning session (8.30am – 11.30am) and afternoon session (12.00pm – 3.00pm) 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. Funding is available from the term following a child's third birthday; the earliest that a child can enter our Nursery is the September following their third birthday.

Some families are entitled to 30 hours of funded provision, and can apply for this through HMRC.

At Mousehold Nursery, parents can use their free entitlement of 15 hours or 30 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, and no session can be longer than 10 hours and cannot be before 6am or after 8pm.

Mousehold Nursery provides 3 hour sessions in the mornings and afternoons. We offer flexibility and the opportunity to buy into lunchtime care so that you can access a morning and an afternoon session in the same day. There is a restriction on 18 children per day who can access the provision all day and lunch is not provided.

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.

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, regardless of whether they opt to pay for optional hours, services or consumables.

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.

### **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 public care or have been adopted, or have an EHCP
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 or can be downloaded from our website <http://www.mouseholdinfants.com/nursery-2/>. The child will then be added to the waiting list and places allocated as per the admissions policy. **Applications received by 28<sup>th</sup> February preceding September intake will be included in the first round of offers. Please note that we may not always be able to offer the pattern of sessions that you have requested. Applications received after this date will be considered subject to the above criteria and remaining availability.**

We offer 15 hours free funded places across 5 sessions for all 3 and 4 year olds from the September following their third birthday, 30 hours free for those families who meet the government criteria. Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website. You will need to provide a valid HMRC code each term.

Our sessions are:

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

Lunch: 11:30am-12:00pm (charges apply, see below)

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 **FULL** birth certificate for photocopying. These documents must be received before the child can start their 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.

### **Charging**

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 following additional charges will be applied:-

Lunchtime Supervision:       £2.00 per session (11.30am-12.00pm)

Additional Sessions: £11.00 per session\* (8.30am-11.30am and 12.00pm -3.00pm) or £4 per hour if a session is partly funded by government funded hours.

Extended Sickness: More than 5 consecutive days missed due to sickness will be reviewed by Norfolk County Council – Early Years Finance. At their discretion funding may be withdrawn for this absence, therefore you will be charged at £11.00 per missed session\*

\*From September 2021 this fee will rise to £12 per session.

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. Charges will still be applicable for children who are absent due to sickness or holidays. Payments can be made through our Parentmail system or through Tax-Free Childcare.

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. Payments can be made through our Parentmail system or through Tax-Free Childcare.

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. If any issues arise regarding payment, please speak to our Administrative Officer.

### **30 hours funding**

Information about funding can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk), and applications for 30 hours funding can be made here from here, or on the HMRC website. For funding to be available from September, you must apply for an eligibility code between June and August, and supply your eligibility code to the school. The eligibility code must be renewed every 90 days in order to be valid for the following term. If you lose your 30 hours eligibility you will be required to either reduce the number of sessions your child attends, or pay for the additional unfunded sessions, unless the term falls within a “Grace Period”.

### **Sickness**

Norfolk County Council may withdraw funding for sickness absence in excess of 5 consecutive days, which may result in you being charged for missed sessions. Medical Mousehold Infant and Nursery School – Nursery Admission and Charging Policy March 2021

evidence will therefore be required to support a case for continued funding. Each case will be reviewed on an individual basis. **Please refer to Charging section above.**

### **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.

### **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 address at first to the key person. Other enquiries can be addressed to Zoe Wood, Nursery Teacher/EYFS Lead/SLT or Ian Tolson, Deputy Headteacher/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](http://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/discuss 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 IST website: [www.inclusiveschoolstrust.co.uk/key-documents-and-policies/](http://www.inclusiveschoolstrust.co.uk/key-documents-and-policies/) If you would like a paper copy of the Complaints Procedure/Policy, please contact the school office on 01603 427012.

**Date policy written:** March 2021

**Review Date:** March 2022