Hillside Primary School

Nursery Admissions & Charging Policy



Introduction

This policy is given to all families as part of the registration process and can also be accessed via the school website. The policy covers both arrangements for admissions and charging for all additional services provided before or after normal school hours. It also addresses our policy regarding activities during what normally would be considered, 'closed periods' – holidays and weekends.

All services are provided on the understanding that they can be withdrawn if they are no longer viable through lack of interest. The policy also addresses the issue of authorised educational activities and visits during normal school hours and as part of the educational provision.

Admissions

We offer a 48 place Nursery attached to the school. There are 24 places in the morning and 24 places in the afternoon.

High quality provision is offered for 3 hours in the morning (08.45-11.45) and 3 hours in the afternoon (12.45-15.45).

Nursery has 2 intakes – September and January. Children can join the nursery as soon as they've had their third birthday, if places are available. However, if they start during the term that they turn three, they won't be eligible for funded places (see below).

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

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

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

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. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

If you would like to apply for a Nursery class place at Hillside Primary please contact the school office. It is important that you make sure that the school has received the application for a place for your child by the term before their third birthday. As part of the admission 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 not be retained, but may be requested again at a later date.

If there are more applications than places available, we will follow the order of priority criteria for general school admissions set by the Local Authority.

Please note that if your child is given a place in the Nursery Class, it does not mean that they will automatically be admitted a place in the Reception Class, even if you live in catchment and/or their siblings already attend the school. You will have to apply separately for a place for your child in the Reception Class, via Norfolk County Council who are fully responsible for allocating places. The school has no involvement in the admissions process.

Charging

Funded Places

Hillside Primary Nursery supports the entitlement to free 15 hours early years provision for 3 and 4 year olds and the 30 hours free childcare to those families who meet the criteria. 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 (e.g. personal care products), additional hours or additional services. 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. We do not charge Parents to register or secure a place.

Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances. Funded sessions are available from 08.45-12.45 and 12.45-15.45.

Funded places 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 additional hours, services or meals (see below).

The Nursery is open term time only and is closed for teacher training days.

Funding is available as follows:

A child born in the period	Will become eligible for a free place
1st April to 31st August	1st September following child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following child's 3rd birthday (Spring school Term)
1st January to 31st March	1st April following child's 3rd birthday (Summer school Term)

Full and extended day options

Children can attend a full day session from 08.45 until 15.45.

If you would like your child to stay for Lunch Club (11.45-12.45), this time can be included in their 15/30 hour funding entitlement. However, once the full 15/30 hour funding is used, you will be charged an additional £5.00 for this period of time. However, places are limited and priority will be given to children attending a full day. Whilst you are welcome to send your child with a healthy packed lunch, alternately you can purchase a cooked school lunch for £2.90.

We are also able to offer a Breakfast Club (08.00-08.45), at an additional cost of £4.50 a session.

Additional sessions and costs
If you would like to book extra sessions/days outside of the funded hours, we will charge £15.00 for a morning (08.45-11.45) or an afternoon session (12.45-15.45), or £35.00 for a full day (08.45-15.45) including the additional fee for Lunch Club.

We are only able to provide full sessions and therefore, if your child's sessions extend beyond the 15/30 hour funding, you will be charged for the full morning, afternoon or day, regardless of whether they are there for the whole session or not.

Payment in advance is required at the beginning of every term for any additional hours over and above the 15/30 hours per week free entitlement. Invoices will be sent out and full payment is required within 4 weeks of the invoice date.

Parents and carers will not be charged a top up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.

Our fees are renewed annually (for September), but families will be given at least 6 weeks-notice. If you are unable to pay any additional charges, please speak to the School Office Manager.

Split Places
To ensure a smooth transition for your 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.

Payment methods
Payment is by cheque, cash payments or child care vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent. If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk.

Cancellation policy / Absence / Illness
Once you have booked any additional paid-for sessions, you are obliged to pay (normal open hours), even if your child does not attend for any reason including illness and holidays, otherwise the place will not be retained. This also applies to Lunch Club. You do not have to pay for funded places if your child does not attend.

Unavoidable closure of the school
Should the school be closed for reasons beyond our control you will not be charged for any sessions affected.

Notice period
We ask that parents give as much notice as possible with the minimum being one month. Any payment that has been made for a place within the notice period will not be refunded and further payment will be required to complete your commitment to the end of the notice period.

Late payment /debt collection policy
In cases where payment is late without prior agreement your child's place will be terminated for chargeable sessions. Your child will still be able to attend any funded sessions that they are entitled to. If payments are not recovered in accordance with our Bad Debt policy any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

Voluntary contributions
Voluntary contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Additional fees
Hillside Primary Nursery reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes or part there of, to cover the additional staff costs incurred.

SEND Support

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 four 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 our school website, to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

Working in Partnership

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 Date Protection Act and General Data Protection Regulations.

Our setting has made a Flourish pledge, which means we are working together with the Local Authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

Complaints

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in the funding agreement and in Early Education and Childcare Statutory Guidance for Local Authorities), a complaint can be submitted directly to the Head Teacher of the school.

Our Complaints Policy is available on our school website: www.hillside.norfolk.sch.uk

Review and Monitoring

This policy is monitored and reviewed on an annual basis by the Governing Body at Hillside Primary School.

Next review date: March 2027