



## Where Everybody is Somebody'

### Nursery Class Admission and Payment Policy

Kington Primary School has a dedicated Nursery for children aged between 2 years and school age. Children who join the Nursery display a range of abilities and skills and the nature of their Early Years experiences will be varied. The aim of the Nursery is to create an attractive, stimulating and safe learning environment where the children can develop and broaden their educational experiences and prepare them for full-time school. We were delighted to receive an acknowledgement of our excellent Early Years provision with our 'Outstanding' judgment in our last full Ofsted inspection in May 2016.

### Nursery Funding and Payments

#### 3- and 4-Year Olds:

##### *15 Hours Universal NEF:*

Children who are 3 and 4 years old are entitled to *15-hours* free nursery education per week from the term following their third birthday. Parents will be asked to complete a Parent Declaration Form, which will be given to them by the school office, before their child starts at Nursery. These 15 hours NEF spaces may be offered in our Morning Class (9am to 12pm) or our Afternoon Class (12.30pm or 3.30pm) depending on the date of birth of the child.

##### *30 Hours Funding:*

Working parents of 3 to 4-year-olds may be eligible for 15 hours extra childcare in addition to the 15-hours nursery education hours (*30 hours* in total per week). Parents can check eligibility and apply for 30 hours funding online at: [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

If the funding application is granted, families will be given an eligibility code which must be given to the school office. Funding is given from the start of the term after the eligibility code has been granted. Therefore, children will only be able to access 30-hour funded places if a valid eligibility code is given to the school office before the end of the term prior to 30-hour funding being used.

*This funding must be re-applied for every 3-months and families who fail to reapply will lose the funding.* In the case of the funding being lost, parents will be only be able to use their 15 hours entitlement until they become eligible for funding once more.

Any 3- and 4-year-olds who do not qualify for 30 hours funding may, *during their pre-school year*, stay for additional, paid for, afternoon sessions. However, this will depend on availability as priority for afternoon spaces is given to younger 2 and 3-year-olds and those older children who receive 30-hours funding. These additional sessions are offered on a half-termly basis on the understanding that the space will only be available until needed by a younger child or by a child who receives 30-hours-funding. Payment for sessions is required, in advance, at the start of each half term. *If payments are not made for sessions, then the offer of these additional sessions will also be withdrawn.*

## 2 Year Olds

### *Funded Places:*

Some 2-year-old children are also entitled to 15 hours free early years education subject to eligibility. There are two types of funding that families may be able to apply for.

1. Families who claim certain types of benefits or meet other criteria can apply for 2-year funding through Herefordshire Council. Families are able to check eligibility and apply for this funding online at: <https://www.herefordshire.gov.uk/family-support/free-early-education-childcare/2>

When this type of 2-year funding is granted, families will be given an eligibility code which must be given to the school office. This funding will be available for the child from the term after they turn 2 until the end of the term in which they turn 3. All 2-year-olds who receive this funding will be offered a place in our Afternoon Class (12.30pm or 3.30pm) if a space is available.

2. Families where parents are both in work can apply for 2-year funding through the Government's website. Families are able to check eligibility and apply for this funding online at:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

When this type of 2-year funding is granted, families will be given an eligibility code which must be given to the school office. Funding is given from the start of the term after the eligibility code has been granted. *This funding must be re-applied for every 3-months and families who fail to reapply will lose the funding.* In the case of the funding being lost, parents will be given the option to pay for sessions or to withdraw their child from Nursery until they become eligible for funding once more. All 2-year-olds who receive this funding will be offered a place in our Afternoon Class (12.30pm or 3.30pm) if a space is available.

### *Paid-For Spaces*

Parents of 2-year-olds who are not eligible for either of the types of free early years education funding are able to pay for sessions, if there is availability. To ensure that these children are able to settle well at Nursery, they must attend for a minimum of 2 afternoon sessions per week. Payment for sessions is required, in advance, at the start of each half term. *If payments are not made for nursery sessions, then the offer of a place in the class will be withdrawn.*

## **Admission Criteria**

The Nursery does not have the same catchment area as the school. It serves a wider area as not all schools have Local Authority nursery provision.

The maximum number of 3 and 4-year old children we can admit to our Morning Nursery Class is 26 where the ratio is 1 adult to 13 children. The number for our Afternoon Nursery Class is less due to the welfare requirements of the EYFS Framework which set out adult:child ratios in the Early Years – the Afternoon Nursery can normally offer 13 spaces to 3 and 4-years-olds and 5 spaces to 2-year-olds. If demand for 2-year-old spaces is higher and staffing arrangements allow, the decision may be made to offer 10 2-year-old spaces in the Afternoon Class.

In the event of over subscription, children's names will be placed on a waiting list and children will be offered a space when it becomes available.

Children on the waiting list will be allocated spaces based on the following criteria:

- **Chronological age**, until the spaces are allocated. Any remaining applications will be held on the waiting list in age order.

Children may be moved up the waiting list for social / medical / compassionate reasons. These may be children referred to the school by the Educational Psychologist, Medical Practitioner, Social Services, Health Visitor or other appropriate agencies or may be 'Looked After Children' and refugees and asylum seekers.

### **Admission Procedures**

A child can be registered as soon as their first birthday is reached. A registration form must be completed. This can be collected from the school office and returned to the School Business Manager. Parents are asked to bring the child's birth certificate into school when registering for the nursery. We will then contact you nearer to the time of admission to discuss starting arrangements.

Before starting at Nursery, parents must complete the pack of permission forms given to them by the school office, fill in a Parent Funding Declaration form and provide eligibility codes if 2-year-old or 30-hours funding is to be used. The office will check eligibility for funding and also check that all forms have been completed fully before a start date will be given.

### **NEF Sessions and Paid Sessions Offered by Kington Primary School Nursery**

#### **Morning Nursery Class**

Our morning sessions run from 9am to 12pm.

Children will usually join the Morning Class in the **September** after their 3<sup>rd</sup> birthday. Occasionally, we may offer a space in our Morning Class in the Summer term following a child's 3<sup>rd</sup> birthday to children who have already been attending our Afternoon Class. However, this is considered on an individual basis, considering the needs and number of the present morning cohort along with the needs of the child moving up to mornings. We will ensure that families are fully involved and informed.

Children who have turned 3 years old before the start of the current academic year may join our Nursery at other points during the school year if there is availability. To minimize disruption to the children currently in our Nursery, and to enable new children to settle well, start dates will always be at the beginning of a new term or half term.

When a child is offered a place in the nursery, their parents will be notified by email or letter and will have the opportunity for a visit to the setting. We may also be able to offer a 'stay and play' session at Nursery.

In accepting a place for your child in the Morning Nursery Class there is an *expectation* that parents:

- Ensure that their children arrive punctually and attend regularly. (Please ensure that absences are for genuine reasons only).
- Attend parents' meetings to discuss their child's progress; and-
- Have started toilet training with their child and encourage them to use a toilet independently. Exceptions to this expectation are made for children with SEND

### Afternoon Nursery Class

Our afternoon sessions run from 12.30pm to 3.30pm.

Children may attend these sessions from the **September** following their 2<sup>nd</sup> birthday.

Children who have turned 2 years old before the start of the current academic year may join our Nursery at other points during the school year if there is availability. To minimize disruption to the children currently in our Nursery, and to enable new children to settle well, start dates will always be at the beginning of a new term or half term.

Depending on numbers and availability of spaces, we may occasionally be able to offer spaces in our Afternoon Class to children in the term following their 2<sup>nd</sup> birthday. However, priority for Afternoon Spaces will be given to 2-year-olds who will have their 3<sup>rd</sup> birthday during the current academic year.

When a child is offered a place in the nursery, their parents will be notified by email or letter and will have the opportunity for a visit to the setting. We may also be able to offer a 'stay and play' session at Nursery.

In accepting a place there is an expectation that parents:-

- Ensure that their children attend their sessions regularly; and -
- Ensure that their children arrive punctually.

### 30-Hour Funding Offer

Children who receive 30-hours funding are able to attend Nursery on **Monday to Thursdays** from 9am to 3.30pm and on **Fridays** from 9am to 1pm. We are currently able to offer *eight* 30-hours spaces.

Children who receive 30-hours funding may be able to start these sessions either from the term after their 3<sup>rd</sup> birthday or the September after their 3<sup>rd</sup> birthday depending on availability.

However, 30-hour places are not an automatic allocation and applications for them will be considered on an individual basis. Consideration will be given to the needs and numbers of the present morning and afternoon cohorts along with the needs of the child/children applying for the spaces. We will ensure that families are fully involved and informed.

### Lunch Club

We offer a lunch club for our 3 and 4-year-old (pre-school) children who attend the morning Nursery sessions and can take a maximum of 8 children. Lunch club runs from 12pm to 12.30pm and parents must send their child with a packed lunch.

Priority for spaces at lunch club will be given to those children who are receiving 30 hours funding and who will be staying for the afternoon sessions. Children in receipt of 30 hours funding are not charged for lunch club.

Parents of children who receive the universal 15-hours NEF funding may pay for their child to attend lunch club if spaces are available. These lunch club sessions are offered on a half-termly basis on the understanding that the space will only be available until needed by a child in receipt of 30-hours funding. Payment for lunch club is required, in advance, at the start of each half term.

*If payments are not made for lunch club, then the offer of this club will be withdrawn.*

### **Extended Provision**

Due to the welfare requirements of the EYFS Framework which set out adult:child ratios for 2-, 3- and 4-year-olds in the Early Years, the school is not able to offer spaces in Breakfast Club or After School Club to Nursery children.

### **Partnership with Parents**

At Kington Primary School we strive to build good relationships with parents and keep them informed about the life of the school and their child's progress. To help us to achieve this:

- Prior to seeking admission, parents are encouraged to visit the school and talk to the Headteacher and/or the Nursery teacher. We believe it is important for parents to make an informed choice, and they should feel confident about the school they wish their child to attend.
- Once their child starts Nursery, parents are invited to attend Parents' Meetings to discuss progress and how they can support their child.
- Parents will be able to view observations and photographs of their child on 'Tapestry', an online learning journal. Parents may also add their own photographs and comments to 'Tapestry'.

### **Reception Admissions**

Although we would welcome an application for your child to join Reception, admissions into school are made through the Local Authority and admission to the Nursery does not mean automatic admission to the main school. School will be able to support you with this process and inform you of important dates.