



Freethorpe Nursery Admissions & Charging Policy

Admissions Policy

This admissions policy is issued to all families as part of the registration process. It is also available to view via our web page www.freethorpe.norfolk.sch.uk or available on request.

Enquiries

We make information about our early education offer and admissions criteria available to parents at the first point of contact.

The responsibility for determining the admissions for nursery age children lies with the Governing Body of Freethorpe Primary and Nursery School. Freethorpe Nursery has 24 places available for nursery age children in any one of the morning or afternoon sessions.

The Governing Body has agreed that any available sessions, over and above the current 15 hours free weekly or the 15 hours extended provision will be chargeable.

Our Nursery

Freethorpe Nursery is open for 38 weeks per year and we follow the terms in line with the main school. The maximum funded hours can be claimed for during this time. Admission is to all children, of every ability, language group, creed and race. We admit children from their second birthday throughout the school year.

Nursery times are as follows:

- Morning Session 8.45 a.m. – 11.45 p.m.
- Afternoon Session 12.30p.m. – 3.30 p.m.
- Lunch Session is 11.45 to 12.30pm

Please see our charging policy below for details of our fees.

We offer an out of hour's service which is provided by the main school. The out of school care/provision runs from 7.45am to 8.45 and from 3.30 – 4.30pm, this can be slightly later if pre-arranged with the school and can be covered. Please see our charging policy for fees.

Registration Process

Parents contact us to make an enquiry usually by phone or email. Parents/carers are invited to come into nursery with their child at a time suitable to both parties to look around the setting, view documents and ask any relevant questions. Parents are given a welcome pack which includes the registration form and information about 2, 3 and 4 year old funding available.

Once a completed registration form is received an acknowledgment letter is sent confirming the sessions allocated and the child's start date.

A deposit is not charged.

The child will be sent a separate welcome letter with a picture of their keyworker and a list of things to bring into Nursery.

Waiting List

Places are allocated on a first come, first serve basis. Should we reach our capacity for any session, the child may be placed on a waiting list. If the session becomes available we will offer the session according to the waiting list.

Settling in

We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process. When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the nursery. We use the first session at which a child attends to explain and complete with his/her parents the child's registration records

Collection

All children from Early Years Foundation Stage are to be collected by an appropriate adult or elder sibling (16 years of age or older). Parents are required to give a 'password', which is unique to their child during the registration process into Nursery. Anyone who is not on the collection list or who does not know the correct password will be not be able to collect a child from Nursery.

Entitlement to Free Nursery Education

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth e.g. Birth Certificate. This is to confirm when they will reach/have reached the eligible age for the free entitlements. A copy will be retained. This will be stored securely and destroyed when the child leaves the setting.

Freethorpe Primary and Nursery School offers entitled 2,3 and 4 year olds their 15 hours Nursery Provision, weekly, for 38 weeks per year, during term time. Parents are required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement. The 15 hour free entitlement can be made up using 5 x 3 hour morning or afternoon sessions.

Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length
- Not before 6am or after 8pm
- A maximum of two sites in a single day

2 Year Old Funding – Parents/carers should supply the nursery with their reference number. We will ask you to complete a funding form. This must be completed and signed by parents/carers and returned to us promptly. We will then be able to claim funding from the Local Authority on behalf of the parent/carers.

3 & 4 Year old Funding – We issue parent/carer claim forms at the end/start of each term. These forms must be completed by parents/carers and returned to us promptly. We will then be able to claim funding from the Local Authority on behalf of the parent/carers.

3-4 years old additional 15 hours extended entitlement.

Some children will be eligible for an additional free 15 hours of early education. Parents will need to register with the HMRC and complete an on-line eligibility check on the gov.uk website. Parent(s) will receive a code confirming eligibility, this will need to be renewed every term and brought into nursery, and we will confirm your eligibility. If the code is received after the deadline date, the 15 extended hours cannot be accessed for that term.

It is compulsory for parents/carers to complete Parent/Carer forms to claim Early Education Funding. If a signed form is not received, we are unable to claim funding for the child and parents/carers will be invoiced at our usual hourly rate for their childcare.

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.

SEND (Special Educational Needs and Disabilities)

Freethorpe Nursery aims to follow the requirements of the EYFS (2017) and provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and the Special Educational Needs code of practice - 2015.

We will monitor and review the progress and development of all children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern we will adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review. We will work in partnership with parents and provide information on how we are supporting their child's development and will seek consent to request support from outside agencies where necessary.

Freethorpe Nursery has a responsibility to identify groups of disadvantaged children who attend our setting and will apply for additional funding available locally, if families meet certain criteria. We will use this funding to ensure support is in place to improve children's outcomes.

Freethorpe Nursery will work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to 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.

Complaints

Our complaints policy is issued to all families as part of the registration process. It is also available via our web page www.freethorpe.norfolk.sch.uk or is available on request. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the head teacher.

Freethorpe Nursery Charging Policy

We offer the Early Education funding entitlement for 2, 3, and 4 years olds. We have agreed to meet the requirements of the early Education and Childcare Statutory Guidance (2017) and the Local Authority Funding Agreement (Sept 17-Aug 18).

Early Education Funding

All children are eligible for Norfolk LA Early Education from the 1st January, 1st April or 1st September following their third birthday, whichever date comes first. We accept funding for eligible 2 year olds. This entitlement is for up to 15 hours per week. Funded entitlement is offered as flexibly as possible but is constrained by available places and staff: child ratios. We also offer 30 hour entitlement places to those eligible.

Parents/carers are required to complete a Parent/Carer claim form each term to receive the 3 & 4 year old funding.

Parents/carers are not required to pay for the hours attended as part of the free funding entitlement. Parents/carers are not charged 'top up fees' despite our settings hourly rate being greater than the rate received from the Local Authority. No conditions are imposed on parents/carers wishing to access the free funded entitlement.

A registration fee or deposit is not charged.

Fees

- **Sessions are charged at £11.40 – per 3 hour session for 3 year olds + £2.85 Lunch cover costs**
- **£12.00 – per 3 hour session for 2 year olds and + £3.00 Lunch cover costs**
- Additional sessions must be arranged in advance in agreement with the school.
- Additional 3 hour nursery sessions are subject to availability and will be allocated on a first come first served basis.
- A half term's notice will be required if parents wish to cancel sessions at Freethorpe Primary and Nursery School.
- Freethorpe Primary and Nursery School reserve the right to charge a half term's fees should parents not provide this notice.
- If a child is absent, refunds or reductions are not available.

Payment Methods

All families will be issued with an invoice for payment of nursery sessions termly broken down into three monthly payments unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed. It will allow the parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied. We request payment by monthly bank transfers, through Child Care vouchers, or cheque or cash by the due date as stated on the invoice.

Information you may require in order to set up your monthly payments, Barclays Bank Sort Code and Account Number is available on the invoice. Parents are required to put their child's name in the reference section.

Detailed receipts will be issued for all cash and cheque payments.

Nursery out of hour's service

- Currently the extended hour's provision is invoiced separately from the Core Hours sessions; costs for these sessions are determined by a child's age, as this determines staffing ratios.
- The out of school care/provision runs from 7.45am to 8.45 and from 3.30 – 4.30pm, this can be slightly later if pre-arranged with the school and can be covered.
- Cost for 2 year olds - £4.50 per hour
- Cost for 3-4 year olds - £3.50 per hour

PLEASE NOTE**

If you have booked out of hours care and your child does not attend through illness or are collected earlier then you will still be charged for this session.

You will not be charged if a period of four weeks' notice is given to say your child will not be attending their out of school care session, for holidays or appointments.

Additional Hours

"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." (Norfolk CC, Early Education Charging Policy Guidance, April 2017)

Any additional hours over and above the free funded entitlement or for non-funded children are charged at the rate stated in the Fee's section above. (2017/18 rate) A small increase to our hourly rate may happen each September. We give the parents a terms notice of any fee increases. If a child is absent due to holiday/illness etc., fees will still be charged.

Charges for additional services such as trips will be agreed in advance with the families.

The following charges apply when taking a free entitlement place –

If a child requires a hot or packed lunch supplied by the school, a charge of £2.20 will be invoiced by the school office separate from your nursery fees. This meal can be booked daily. Parents are required to notify nursery in the morning for their child to receive a school lunch.

There is no charge for snacks or other consumables.

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, meals or consumables.

Payment Arrears

- Session arrangements will be cancelled if payments are not received in line with the charging policy agreed timescales of two weeks post invoice.

Cancellation of Contract

- The cancellation of the 15 hour free entitlement sessions can be made at any time. Parents will be required to sign an updated parent/school contract.
- To cancel charged (non-funded) sessions a half term's notice will be required.

- Any permanently cancelled sessions will be made available to children on the nursery waiting list.
- Once sessions have been cancelled, we cannot guarantee that these will be reinstated, but will do our best to accommodate parents/carers to provide Early Years Provision for all children.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the head teacher.

The following policy forms part of the school finance procedures, asset out in the school Finance Policy (in line with Norfolk Agreed Schedule for Financing Schools) agreed by the Governing Body:

This policy will be reviewed by Staff & Governors in Autumn 2018.