

“ We Care.”



Hamstel Infant School and Nursery

Nursery Admissions Policy

Policy Document Details

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Date authorised By LGB	Spring 2021
Reviewed by	Lisa Clark
Next review	Spring 2022
Budget allocation	Annual
Details of training	CPD File

Headteacher: _____ **Date:** _____



Hamstel Nursery Admissions Policy

Introduction

This document is a statement of the principles for admission of pre-school pupils to Hamstel Nursery.

Policy and Numbers to Admit:

The Hamstel Infant School Nursery admits children without reference to ability or aptitude.

Children who have turned three years old by August 31st will be offered a place to begin Nursery in September. Since September 2018 Hamstel Nursery have offered the new 30 hour funded places and a limited number of 15 hour funded places.

When will my child start at Nursery?

Hamstel Nursery has a three term intake policy for Nursery admissions, depending on demand for places in September:

- September 2021 intake for children born between 1st September 2017 and August 31st 2018
- January 2022 intake for children born between 1st September 2017 and 31st December 2018
- April 2022 intake for children born between 1st September 2017 and 31st March 2019

Our Offer

High quality childcare for 3 and 4 year olds

Rated **GOOD** by Ofsted

Highly qualified and experienced staff

Appropriate ratio of qualified adults to children, following Government guidelines

Purpose built Nursery established on school site in 2004

Fantastic learning resources and secure outdoor play areas

Nutritious meals prepared daily by our in-house chef

Open from 9.00am to 3.00pm - Monday to Friday during term time

Daily fees from September 2020:

Core 30 hour Session	9.00am - 3.00pm	£0	No meals included (30 hour funding)
Core AM 15 hour Session	9.00am - 12.00pm	£0	No meals included (15 hour funding)
Core PM 15 hour Session	12.00pm - 3.00pm	£0	No meals included (15 hour funding)

Additional Childcare Available – Monday to Friday during term time

Short Nursery After School Session	3.00pm - 4.30pm	£7	No meals included. Held in Nursery & booked via online payment system
Full Nursery After School Session	3.00pm – 5.45pm	£11	Tea included. Held in Nursery & booked via online payment system
Breakfast Club Session	7.45am - 9.00am	£3	Held in school hall & payable on the day

Evidence of entitlement to 15 hours free childcare

Parents are not required to provide evidence of 15 hours free childcare eligibility as it is based on the child's age. The birth certificate provided is sufficient evidence of eligibility.

Evidence of entitlement to 30 hours free childcare

Places at Hamstel Nursery are offered to parents who are eligible for the Government's Extended Free Entitlement of 30 hours of free childcare in the first instance.

You will be asked to evidence your eligibility for this funding by providing your unique reference code when you apply for a place at Hamstel Infant School and Nursery.

A child's eligibility will be determined by Her Majesty's Revenue & Customs (HMRC) for both the 30 hours free childcare place and Tax Free Childcare in one single application.

To **obtain your reference code**, parents must apply online by visiting www.childcarechoices.gov.uk.

If you are eligible, you will receive an **11 digit code** for each child (multiple births such as twins are issued an individual code) which we will verify with Southend-on-Sea Borough Council. Once verified, your child's place can be confirmed for the coming funding period. The funding periods are:

Autumn	1 September to 31 December
Spring	1 January to 31 March
Summer	1 April to 31 August

Parents who require assistance to apply or do not have access to the internet can call the HMRC's Customer Interaction Centre on tel: [0300 123 4097](tel:03001234097). If you disagree with the eligibility outcome there is a review and appeals process which is managed by HMRC.

Reconfirming your entitlement to 30 hours free childcare

You will be prompted to reconfirm your eligibility details by text and/or email from HMRC every 3 months. If you do not reconfirm your eligibility, or your circumstances change, you will only be able to access the extended entitlement hours for a short time known as a 'Grace Period'. This period is determined by HMRC and varies depending on the date of application. If the Grace Period has expired and you have not met the eligibility criteria again, your child's place at Hamstel Infant School and Nursery will be terminated with immediate effect. We may be able to offer you a 15 hour place should your circumstances change and you are no longer eligible for a 30 hour funded place, so please inform us of any changes in circumstances as soon as possible. Extended entitlement hours will also stop when your child reaches compulsory school age or when your child attends a Reception year place in a maintained school or academy.

Items not included within funded Nursery Hours

Extra-curricular activities will be charged for separately but with your consent.

Hot lunches may be purchased for an additional cost of £1.75 per day (available to book on our online payment system and must be paid for in advance).

Breakfast Club and Nursery After School Club sessions should be booked and paid for separately in advance.

Nutritious Snacks will be provided on a daily basis, we will make an annual charge of £ 50.00 per child for 30 hour funded children and £ 25.00 per child for 15 hour funded children.

Please note – if required, nappies, wipes and barrier creams must be provided by you.

The children are expected to attend for five sessions per week, one per day. This applies to both 15 hour and 30 hour eligibility.

It is our usual policy to carry out home visits to all families, which gives us invaluable information with regards your child and is used to support them whilst at Nursery – being able to make references to favourite toys, pets and family members can create a very supportive link for the children. However

due to the Covid 19 pandemic we are constantly reviewing the viability of this and this is subject to change.

A transition programme enables new entrants and their Parents and Carers to visit the school Nursery prior to starting with us, if this is safe to do. The Nursery employs a Nursery Teacher and two Early Years Key Workers who jointly oversee the Nursery as well as Nursery Assistants. The children are allocated to 'key workers'; you will be encouraged to get to know your child's key worker, following your first meeting with them on the home visit, or via telephone if home visits are not possible, and on a daily basis as you bring your child to Nursery and when collecting them.

At the end of their time in Nursery those children who will be staying and moving on to a Reception class in Hamstel Infant School will be grouped across the whole Nursery by gender, ability, behaviour / attitude, special need and friendship groups to enable a fair balance to the classes when they move on.

Admission Procedure

Parents may ask at any time for their child's name to be put on our waiting list by completing a Nursery Registration Form, available on the school website www.hamstelinfants.co.uk

- We will contact all parents of children on our waiting list in the first week of February 2021. Our first intake date is the beginning of the academic year in September. You will be invited to tour Hamstel Nursery, if the Covid 19 lockdown restrictions permit this to happen, whilst it is open so that you are able to ascertain whether it is right for your child, ask any questions and pick up an Application Pack. For parents that are unable to attend the tour, application packs are available upon request from the school office.
- To apply for a place in Hamstel Nursery, please complete and return all documents within the Application Pack to our school office. Applications will only be accepted with a fully completed application pack along with the child's original birth certificate.
- Closing Date for applications for a Nursery place starting in September 2021 intake is 30th April 2021.
- When there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria only. The date of the application will not be taken into account when allocating places.
- A 15 hour child will be considered for a morning or an afternoon place, it is not currently possible to offer a mix of morning and afternoons. The decision whether to offer a morning or afternoon place lies with the Headteacher.
- All information given by the parent/carer will be regarded as confidential but will be made available to those considering the application.
- Following consideration of applications parents will be informed as soon as possible after the 15th May 2021.

Admission to our Nursery does not guarantee admission to the school Reception class and a separate application would need to be made for the Reception class through Southend Borough Council Local Authority's Single Application Form (SAF).

Oversubscription

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Nursery, places will be allocated using the following criteria:

1. Children, who at the closing date for admission applications, are cared for by a Local Authority ('Looked After Children' (LAC) will have the highest priority)

2. Children who require 30 hour funded places who live in the catchment area served by the school and who have an older sibling attending the school. (The address must be the child's primary residence; parents may be asked to provide documentary evidence with regard to residency).
3. Children who require 30 hour funded places who live in the catchment area served by the school.
4. Children who require 30 hour funded places who live outside the catchment area served by the school and who have an older sibling attending the school.
5. Children who require 30 hour funded places who live outside the catchment area served by the school.
6. Children who require 15 hour funded places who live in the catchment area served by the school and who have an older sibling attending the school. (The address must be the child's primary residence; parents may be asked to provide documentary evidence with regard to residency).
7. Children who require 15 hour funded places who live in the catchment area served by the school.
8. Children who require 15 hour funded places who live outside the catchment area served by the school and who have an older sibling attending the school.
9. Children who require 15 hour funded places who live outside the catchment area served by the school.

Notes

1. In the event of over-subscription in any one category the older child will be given preference. If there is no difference in age then "straight line" distance will be used to measure the distance between the child's home and the main entrance to the school. Those living nearer will be accorded the highest priority.

2. A sibling is a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In the exceptional situation where one twin or one or two triplets are refused a place parents will be asked which child should be offered the place.

Appeals

The school sets out how parents can complain if they are unhappy with the admissions process or the failure to offer a place. Details can be provided to parents/carers so that any complaint can be dealt with under the terms of the schools normal complaints policy. The admission of Nursery aged children is not subject to the Schools Admissions Code, but natural justice must prevail.

Rules

All rules and regulations for the Nursery are in line with Hamstel Infant School and Nursery's policies and procedures. All policies are available by request from the school office to view or can be found on the schools website www.hamstelinfants.co.uk.

Emergency closure of Nursery

In the event of extreme weather or any other event which necessitates an emergency closure of Hamstel Nursery we will contact you as soon as possible by text message to the Priority 1 contact

listed on your Registration Form (closure notices will also be posted on our website and broadcast on local radio stations).

Training days

During each academic year there will be five planned training days that will require closure of the Nursery. Parents/carers will be given at least a half terms' notice of any planned training day.

Cancellation / Termination of the contract:

If you wish to withdraw your child from Hamstel Nursery we require one calendar months' notice in writing. Hamstel Nursery reserves the right to terminate a child's place with immediate effect if a serious breach of these Terms and Conditions occurs or if the termination of a place is considered by Hamstel Infant School and Nursery, at its absolute discretion, to be in the best interests of Hamstel Infant School and Nursery and/or the continuing welfare of the other children or staff at Hamstel Infant School and Nursery.