



The Nar Valley Federation of Church Academies

Executive Headteacher: Mrs Anne Neary

Web: www.narvalleyfederation.co.uk

Narborough C of E Primary Academy - Hedgehogs Nursery Policy Including Admissions, Charging, Schedule of Fees, SEND and Complaints.

Hedgehogs Nursery is a Nursery for 3 and 4 year olds. We offer morning and afternoon sessions Monday to Friday, these sessions are 3 hours and can be used together with the lunch session to offer whole day sessions. We are a 16 place nursery for both morning and afternoon sessions

We accept children from the date they turn three; this place is chargeable until the child is eligible for funding.

Funding is available from the term **following** a child's third birthday until they reach compulsory school age. 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 or 30 hours free early years provision for those families who meet the government criteria.

| A child born in the period: | Will become eligible for a free place from: |
|------------------------------------|---|
| 1st April to 31st August | 1st September following child's third birthday (Autumn term) |
| 1st September to 31st December | 1st January following child's third birthday (Spring term) |
| 1st January to 31st March | 1st April following child's third birthday (Summer term) |

Please check if you are eligible for extended funding (30 hours) on www.gov.uk. (Government Gateway)

All children over 3 years of age are eligible for the Universal Funding (15 hours)

Hedgehogs Nursery will provide you with a Parent/Carer claim form once a term which must be completed and returned in a timely manner for us to claim the funding for your child.

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.

At Hedgehogs Nursery, Parents/Carers can use their full free entitlement of placehours or 30 hours per week or it can be shared between our nursery and up to two other settings.

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

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

ADMISSIONS

To request a place at Hedgehogs Nursery please contact the school office for an admissions form. Once this has been completed and returned along with proof of your child's date of birth, for example a birth certificate, your child will be added to the waiting list and places/sessions allocated as per the admissions policy.

As part of the registration process, Parents/Carers will be required to provide the completed nursery admissions form 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 be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

The Nursery/Admission Policy is issued to all families as part of the registration process. It is also available via our website. Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available)

- Monday 8:40am – 3:10pm
- Tuesday 8:40am – 3:10pm
- Wednesday 8:40am – 3:10pm
- Thursday 8:40am – 3:10pm
- Friday 8:40am – 3:10pm

Hedgehogs Nursery has waiting lists for both September and year round admissions. The lists are managed by the school office.

- If you require your child to start nursery as soon as possible, we will contact you as soon as space becomes available.
- If you would like your child to start nursery at the beginning of a term, for example the term you become eligible for funded sessions, we will contact you prior to the required start date to advise availability for the term.

Hedgehogs Nursery offer admissions in line with the Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Are in public care or have been adopted
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 the school
5. Live outside the catchment area.

We operate on a first come, first served basis when booking sessions (meaning whomever is in a position to take the session first) however when enrolling from a waiting list we may also take into account:

- the age of the child, with priority given to children who are eligible for the funded entitlement
- the length of time on the waiting list
- the capacity of the setting to meet the individual needs of the child.

The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the Hedgehogs Nursery and Narborough C of E Primary Academy equal opportunities policy. All individual applications are considered and any reasonable steps would be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Hedgehogs Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website www.narvalley.dneat.org

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.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

It is possible to split your 15 or 30 hours free entitlement over more than one childcare provider, but it is your responsibility to notify us if this is the case and what free hours you are allocating to our setting. If we claim over your entitlement of 15 or 30 hours per week you will be charged for anything over and above the hours we can claim back from the Local Authority. These hours will be charged at our standard rates as listed in this document.

Our AM and PM sessions are 3 hours, lunch is ½ hour and all day is 6 ½ hours.

Failure to complete the Parent/Carer claim form we will supply to you will result in you being charged for the hours we are unable to claim from the Local Authority.

Sessions over and above the funded sessions will be invoiced at the start of each term. Payment terms are monthly (whole months only), 21 days following the invoice date. Payment can be made via Parent Mail. We cannot accept cash or payment in setting. If payment is late a reminder will be issued, if payment is not received within the terms specified on the reminder any hours over the funded sessions will be withdrawn.

We also accept childcare vouchers, which working parents can request via their employer.

Please ask for details on 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 any issues arise regarding payment, please speak to our school office where we will look to support you wherever possible in finding a payment plan which is suitable for you and the school.

The entitlement is offered free providing the criteria for Universal Funding is met. 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.

- Deposits - We do not charge a deposit for a place or a registration fee.
- Registration Fee - We do not charge a deposit for a place or a registration fee.

The following additional charges will be applied

Schedule of Fees

| | | |
|-------------------|-------------------|--------|
| AM Session | 8:40am – 11:40am | £13.50 |
| Lunch | 11:40am – 12:10pm | £ 2.00 |
| PM Session | 12:10pm – 3:10pm | £13.50 |
| Whole Day Session | 8:40am – 3:10pm | £29.00 |

Consumables

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

The following charges apply even when taking a free entitlement place

- Cost of Meals - £2.47 per day, this can be purchased on the Parent Mail app or parents/carers will need to provide a packed lunch when booking the lunch session
- Cost of Mid-session Snacks – No charge
- Milk – Free milk can be ordered from <https://www.coolmilk.com/parents/>
- Consumables - All wipes, nappies etc. are to be provided by parents/carers.

The above charges are voluntary. Families are able to supply their own lunch, milk or snacks.

Additional Funding

We aim to identify all children who 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. We aim to consult with parents/carers about how this money is used to support their child.

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, learn 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 Early Years Foundation Stage (EYFS) 2021 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 addressed at first to your child's Key Person. Other enquires can be addressed to:-

- Sandra Dunkley – Head of School and EYFS Lead
- Emma Spaul - Nar Valley Federation Special Educational Needs Co-ordinator (SENDCO).

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 educational 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 the *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.

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.

Further information and the Nar Valley Federation of Church Academies SEND policy can be accessed on our school website: www.narvalley.dneat.org

SETTING CLOSURES

Hedgehogs Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training 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, etc. We will give as much notice of these situations as possible.

NOTICE PERIOD

If you no longer require a place at Hedgehogs 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.

COMPLAINTS PROCEDURE

Our Nursery Policy is issued to all families as part of the registration process. It is also available on our website. 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 as per our Complaints Procedure. Our Complaints Policy (and all other policies) are our Nar Valley Academy Policies.

The complaints procedure can be accessed on the school website: www.narvallery.dneat.org

Policy written: July 2023

Review Date: September 2024