

CATTON GROVE PRIMARY SCHOOL

Nursery Admissions Policy



Approved by:	Pauline Ngan	Date: 01.09.24
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Last reviewed on:	September 2024
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Next review due by:	September 2025
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Nursery Admissions Policy

Catton Grove Primary School includes a nursery setting for 2, 3 and 4 year olds. The nurseries run morning sessions (8.30am-11.30am) and afternoon sessions (12.30pm-3.30pm) for 3 hours per session. 30 hour sessions are available for eligible families (8.30am to 3.30pm). Parents have the option to purchase additional sessions. Sessions are available Mondays to Fridays in term time only.

Some **2 year olds** are entitled to 15 hours of funded early education and childcare per week, for 38 weeks of the year. Funding is available from the term following a child's second birthday. More information is available online at <https://www.norfolk.gov.uk/article/40456/Funded-early-education-and-childcare-for-2-year-olds>. Parents are required to apply for an eligibility code on this website. In order to claim the 15-hour funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term which includes the eligibility code. For parents not eligible for funding there is an option to purchase morning or afternoon 3-hour sessions at the current cost set by Norfolk County Council. Priority is given to those families eligible for funding.

Working families who are eligible are able to claim up to 15 hours funding for two year olds (this begins the term after their birthday). A valid eligibility code must be obtained and provided to the setting before the start of the term. Parents and carers can apply for this code here: <https://www.gov.uk/help-with-childcare-costs>. This code needs to be re-confirmed every 3 months to ensure you remain eligible. The nursery offers a maximum of 15 hours per week (term time only) for all eligible 2 year old children.

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. Funding is available from the term following a child's third birthday. In order to claim the 15 hour funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school.

Working parents of **3 and 4 year olds** may be entitled to 30 hours of funded childcare and early education per week, for 38 weeks of the year if certain criteria are met. You can claim the 30 hours entitlement from the claim period after your child's third birthday, provided a 30-hour code is obtained from HM Revenue and Customs (HMRC). Claim periods start on 1 January, 1 April and 1 September. You will continue to receive 30 hours funded early education and childcare, if your code remains valid. More information is available online at www.childcarechoices.gov.uk.

Parents who are not eligible for 30 hour funding may purchase 3 hour sessions in addition to their 15 hour entitlement at the current rate set by Norfolk County Council. Priority is given to those eligible for funding.

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 consumables, additional hours or additional services.

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

Payment

We do not provide meals and there is no charge for fruit snacks or consumables. We request a voluntary contribution of £2 per half term towards the cost of food tasting and cooking. If your child is staying for an extended session (8.30am to 3.30pm), parents/carers need to provide their child with a packed lunch and there will be a charge of £2 per day to cover the cost of lunchtime supervision. This is to be paid at least one week in advance by direct payment, via your childcare account or at the main school office. Alternatively, you may take your child home for lunch.

All families will be issued with an invoice termly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

The entitlement is offered free. We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

Notice Period

If you no longer require a nursery place at Catton Grove Primary School we require 4 weeks notice, 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.

Admissions

To register your child at nursery parents/carers are required to complete a Nursery Waiting List Form available from the school office. The child will then be added to the waiting list and places allocated as per the admissions policy.

Admission of nursery places are allocated as follows:-

1. Children with an EHCP naming the Nursery
2. Children who are in public care or have been adopted from public care
3. Children who are living in the catchment area served by Catton Grove Primary School and who have a brother or sister attending Catton Grove Primary School
4. Children who are living in the catchment area
5. Children who are living outside the catchment area served by Catton Grove Primary School and who have a brother or sister attending Catton Grove Primary School
6. Children who are living outside the catchment area

Eligible **2 year olds** (or those paying for sessions) must be registered for a minimum of two sessions and a maximum of five sessions per week. All sessions must be either in the morning or in the afternoon, and cannot be mixed.

We offer 15 hours free funded places over 5 sessions for all **3 and 4 year olds** in the term following their third birthday. We offer either 5 x morning sessions or 5 x afternoon sessions – Monday to Friday. We encourage children to attend all 5 sessions.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed to the maximum available

15 hours:-

Monday	8.30am – 11.30am or 12.30pm – 3.30pm
Tuesday	8.30am – 11.30am or 12.30pm – 3.30pm
Wednesday	8.30am – 11.30am or 12.30pm – 3.30pm
Thursday	8.30am – 11.30am or 12.30pm – 3.30pm
Friday	8.30am – 11.30am or 12.30pm – 3.30pm

30/ Extended hours:-

Monday	8.30am – 3.30pm
Tuesday	8.30am – 3.30pm
Wednesday	8.30am – 3.30pm
Thursday	8.30am – 3.30pm
Friday	8.30am – 3.30pm

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. We ask parents to contact us if sessions offered are not suitable.

A deposit is not charged to secure a place. Upon allocation and acceptance of a nursery place, parents/carers must provide the school with completed nursery admissions forms and documentation to evidence the child's date of birth (eg birth certificate). This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained, stored securely and destroyed when there is no longer a good reason to keep the data. These documents must be received before the child can start their sessions.

Pupil Premium

We aim to identify all children who are entitled to additional funding such as EYPP (Early Years Pupil Premium), DAF (Disability Access Fund), SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Setting Closures Catton Grove Primary School 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, industrial action, etc. We will give as much notice of these situations as possible.

SEND/ Inclusion Policy 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. Policies are available on the school website: www.cattongrove.norfolk.sch.uk

Complaints Procedure We aim for all nursery users to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in the funding agreement and Early Education and Childcare Statutory guidance for Local Authorities), a complaint can be submitted in line with the Complaints Procedure (found within the Complaints Policy) which can be accessed on the school website: www.cattongrove.norfolk.sch.uk. If you would like a paper copy of the Complaints Procedure/Policy, please contact the school office on (01603) 426728.

All policies are available on the school website www.cattongrove.norfolk.sch.uk or from the school office.