

Admissions Policy

The Admission Policy is issued to all families as part of the registration process.

St. Nicholas Children's Centre welcomes all children regardless of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We believe all children should have the opportunity to experience a challenging and enjoyable program of learning and development. Our nursery is open to every family in our community, we believe all children are entitled to enjoy a full life in conditions which will help them take part in society and develop as an individual, with their own cultural and spiritual beliefs and their own life experiences.

We ensure that our inclusive admissions practice provides equality of access and opportunity to all children who wish to attend, however once our setting has reached its full capacity to meet the needs of children with special educational needs or disabilities, we will have to redirect families to their nearest Children's Centre where they will be supported in finding the most suitable placement for their child.

Please refer to the SEND Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

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.

Parents and carers wishing to apply for a place must give their details to be added on to the nursery waiting list or where there is immediate availability book a visit to complete the St. Nicholas Children's Centre application forms.

Childcare is available in minimum 3 hour sessions (am or pm). If a child is eligible for Early Education funding, where the funding only covers part of a session, the remaining hours will be charged at the current hourly rate of £4.30/£4.45

The nursery offers sessions as follows and grant hours can be used from Monday to Friday over these sessions for up to 15/30 hours per week:

Morning options:

8:30-12

8:30-1 with lunch

9-12

9-1.00 with lunch

Afternoon options:

12-4 with lunch

12-4:30 with lunch and packed tea

12-5.00 with lunch and packed tea

12-5:30 with lunch and packed tea

12-6.00 with lunch and packed tea

Full day options:

8:30-4.00 with lunch

8:30-4:30 with lunch and packed tea

8:30-5.00 with lunch and packed tea

8:30-5:30 with lunch and packed tea

8:30-6.00 with lunch and packed tea

9.00-4.00 with lunch

9.00-4:30 with lunch and packed tea

9.00-5.00 with lunch and packed tea

9:00-530 with lunch and packed tea

9:00-6:00 with lunch and packed tea.

Hot, healthy lunches are provided at the cost of £2.50. It is our policy to promote that children staying for lunch have a hot healthy meal cooked fresh daily, this is to promote healthy eating and also ensure that children who stay all day are having the opportunity to eat a home cooked nutritious meal. Meal times are an important social event, children see their peers as role models and learn appropriate table manners while experimenting with new foods they may not have tried before. For funded children the option of providing a packed lunch from home is available but not promoted for the reasons above.

Before 9am and after 4pm there is the option of 15 minute time slots for start/finish time. For example on request we will accommodate a family who wish to drop off their child at 8:45am and collect at 5:15pm.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. (eg, Birth certificate) This is to confirm they have reached the eligible age for the free entitlements.

Early education is offered to families for up to 51 weeks of the year

Places for Babies

We are registered to offer 9 baby places but we chose to offer 6 at one time.

All spaces will be funded by parents/carers-there is no Early Education government funding for children under the age of 2 years.

Places for 2 year olds

We are registered to offer 16 places in our Toddler Room. Spaces will be funded by parents/carers. 2 year old funding can be accessed by families with a joint income of £16'190 or below who are claiming at least one benefit. The Local Authority will write to eligible families with an NCC reference number which is required to claim funding, parents who think they may be entitled to the funding can complete an eligibility check online on the Norfolk County Council website. 2 year old funding will cover up to 15 hours per week. Any additional hours will be paid for by the parents/carers. A child who claims 2 year funding will be eligible until they become eligible for the universal entitlement for three and four year olds.

Places for three/four year olds

Play room is registered to offer 24 places at one time.

All children will be eligible for admission to a nursery using the universal 15 hours/30 hours the term after they turn three years old, although admission will be subject to an application being made and places being available. Any additional hours beyond those that are funded will be paid for by the parent/carer.

All 3 & 4 year olds will be entitled to the universal 15 hours, some will also be eligible to receive the extended entitlement. (30 hours)

Eligibility for 30 Hours

- For families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year
- It's a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.

How can the 15 universal funded hours be used?

Our setting is open 51 weeks of the year so families have 2 options:

- Use 15 hours per week for 38 weeks of the year (570 hours), this may be used attending 3 hours a day over 5 days, or for example 7 ½ hours used over 2 days.
- Use less than 15 hours per week spreading them over up to 51 weeks of the year. For example if a child attended 11 hours per week they could use this across the whole 51 weeks.

Funding does not always run alongside school term time. Children will be offered 570 hours per year spread across the 3 terms. Any hours additional to the 570 will incur a cost.

How can the 30 funded hours be used?

Again as our setting is open 51 weeks of the year families have 2 options:

- Use 30 hours per week for 38 weeks of the year (1'140 hours), for example where a parent wants their child to attend 5 days a week, 6 hours funding will be used daily.
- Use less than 30 hours per week spreading them over 51 weeks of the year. For example if a child attended 22 hours per week they could use this across the whole 51 weeks.

Where we cannot offer a child the full 30 hours a week due to availability families have the option of sharing the hours with multiple providers who are also offering the 30 hours. This would be a private agreement between the parent and the additional childcare provider. The child should not attend more than 2 sites in one day.

Children will be offered 1'140 hours over 38-51 weeks, any hours additional to the 1'140 will incur a cost.

Early Years Pupil Premium (EYPP)

This premium is additional funding available to childcare providers to support children's development. It will provide an extra £0.53 per hour for three and four year old children whose parents are either in receipt of at least one of the following benefits-

- Income Support
- Income-based Jobseekers allowance
- Income related employment support allowance
- Support under part VI of the immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16'190
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Or who were-

- In Local Authority Care for 1 day or more in England or Wales
- Adopted from care in England or Wales
- Left care under a special guardianship order or residence in England or Wales.

Parents/carers are encouraged to give their details in section one of the grant claim forms so that nursery can check EYPP eligibility.

The outcome of the check or a parent/carers decision not to provide their details does not affect their child's entitlement to free Early Education.

(Note that funding eligibility numbers are valid for 3 months!)

When the nursery is over-subscribed admission/access to additional hours will be subject to an application being made and places being available, applications for entry will be ranked according to the following criteria:

- a) Children who attend our setting already will have priority for additional hours.
- b) Looked after and previously looked after children
- c) Children In Need
- d) Children with Special Educational Needs and/or Disability
- e) Children who have a sibling attending the nursery
- f) Those Children who are due to turn 4 years old will be offered additional hours to the 15 hours universal first (this is to give priority to older children who will be due to transfer to Reception in the next academic year) Children already attending the nursery will be given priority before children on the waiting list.

Please note:

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

For further guidance please refer to:

- Early Education and Childcare Statutory Guidance for Local Authorities - March 2017
- Early years Entitlements: Operational Guidance For Local Authorities and Providers - April 2017

