

# Sunnylands Nursery

At St Peter's School

## Admissions Policy & Procedures

May 2017

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## Nursery Admissions Policy

Sunnylands Nursery is situated in the grounds of St Peter's School. The Nursery is committed to providing a fair and open admission system that supports our offering of a high quality and good value nursery provision. Sunnylands Nursery received an excellent rating at its most recent Independent School Inspectorate inspection (on behalf of Ofsted).

### Admissions Procedure and Waiting List

The minimum number of sessions per week that a child may attend is five (either mornings or afternoons). This is necessary to ensure that the child may access the full range of activities provided and enables young children to have continuity of attendance.

When a parent or carer contacts the Nursery enquiring about a place for their child, they will be invited to make an appointment to visit and meet with the Nursery Manager, bringing along their child if appropriate. At the visit, they will be provided with all of the relevant information that they require, including a Schedule of Fees and session booking form.

If after the visit the parent/carer indicates they wish to apply for a nursery place, they will be asked to complete a form detailing which sessions they would like – this must be done in writing or on email. The Bursar will review availability and contact the parent/carer in writing (usually by email). If the parent/carer wishes to proceed, they will be required to register, pay a non-refundable registration fee, and a deposit to secure the place. They will be advised of the amounts payable in accordance with the latest Schedule of Fees and any funding available. Upon payment of the deposit, the place will be confirmed in writing and secured for the child. The deposit is deducted from the first termly invoice.

Once the admission is secure we will contact the parent/carer concerned to offer a date for a short settling-in session (non-chargeable). If this is not required, the start date will be confirmed to them and the optional uniform explained.

### Waiting List

To ensure that admissions to the Nursery are offered on a fair and transparent basis, the following procedure will apply to the management of all admissions including waiting lists:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable place available, the Nursery's waiting list procedure will be explained and then activated on the parent's/carer's behalf if they wish to be added to it.

The waiting list will be managed by the Bursar. In accordance with all admissions, priority will be given to:

- Children whose siblings are already attending the School.
- Children whose families require full time places.
- Children whose parents have registered them for entry to the School beyond Early Years and have paid a non-returnable deposit.
- Children of employees of St Peter's School, Kettering

The Bursar will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will be an estimate and will not constitute a binding agreement.

When a vacancy at the Nursery becomes available, the School will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list. They will be asked to confirm whether they require a place

within five working days. If the place is not required or confirmed within this time, the place will be offered to the next child on the waiting list.

If that parent/carer wishes to take up the place for their child, they will be asked to complete and return the Registration Form and pay the deposit to secure the place under the normal admissions procedure above.

### **Payment of Fees and Notice Period**

The level of fees is set by the Governing Body and reviewed annually. Fee increases are notified to parents/carers at least one term in advance of any increase being applied.

We normally expect that the first term's fees are paid in full prior to the start day. A monthly payment option may be available after the first term, payable by Direct Debit in advance. Parents/carers wishing to pay monthly will be required to sign an agreement form which should be requested from the Bursar.

Payment of invoices is normally made by direct debit, but termly invoices may also be paid by bank transfer, debit or credit card, or cheque. Payment by credit card attracts an additional charge of 2%. Cash payments are not accepted for fees.

The Nursery also accepts all of the major childcare vouchers and is registered for the tax-free childcare scheme for nursery fees and early/late club only, excluding dinner costs.

Unpaid direct debits or cheques will attract an additional charge of £30 for direct debits, and £10 for cheques to cover our banking and administration costs. Full payment information will be provided with a monthly payment scheme agreement.

If parents/carers anticipate any difficulty in settling invoiced charges in accordance with due dates, contact must be made with the Bursar immediately otherwise the place at nursery may be withdrawn. The Bursar's contact information is shown on each invoice. Sunnylands Nursery takes positive action to recover unpaid amounts.

The Nursery requires one half term (six calendar weeks') notice in writing to the Bursar should a Nursery place no longer be required. All fees are payable during this period. The Bursar will confirm acceptance of notice in writing within 5 days of receipt.

### **Arrival & Departure Procedures**

Sunnylands Nursery will give a warm and friendly welcome to each child on arrival and ensure that they depart safely with the nominated adult at the end of each session.

The Nursery Manager keeps an accurate record of all children in the Nursery, and any arrival or departure to and from the premises is recorded. This process is supplemented by regular head counts during the day.

The arrivals process is as follows:

- When parents/carers arrive at Nursery with their child/children, they are registered by the member of staff greeting them at the main Nursery entrance.
- A daily register is maintained and updated twice a day.

If the parent/carer wants their child to be given medicine during the day, they must complete and sign a Medication Form, kept in the School Office. All medicines must be given to the School Office and are not allowed on the Nursery premises.

The departure process is as follows:

- If the child is to be collected by someone other than the parent/carer, this must be written, signed and dated in the Home School book that is given upon a child's admission to the Nursery. A password system is operational for parents who prefer this extra security method. This system will be explained by the Nursery Manager upon request.

- Only adults aged 18 years and over and holding suitable identification, will be authorised or allowed to collect children. We reserve the right not to release the child if we are not comfortable that suitable authorisation has been provided/received.
- If collection arrangements change during the course of the day, a telephone call to the School Office is required. A detailed description of the person collecting the child will be required and a form of identification and/or code word to be used upon collecting the child.
- In the event that someone else should arrive to collect a child without prior knowledge, the Nursery will telephone the parent/carer immediately.
- If the parent/carer or alternative nominated adult is going to be late to collect their child, the School Office must be informed of this as soon as possible.

If the designated adult is late in picking up their child without prior warning, the child will be taken to Late Club. The Late Club can be contacted via the main School telephone number after school hours. This is a chargeable additional service which will be invoiced termly in arrears.

## **Absences**

If a child is going to be absent from a session, parents must indicate this to the Nursery in advance whenever possible. In the case of illness parents are asked to telephone the School Office to explain absence. If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this. This is required by our Safeguarding Policy.

Regular absences from the Nursery could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Nursery and its staff will always try to discover the causes of prolonged and unexplained absences in accordance with our Safeguarding Policy. This is available on our website <http://st-peters.org.uk/default.asp?page=497>

## **Early Drop-off or Late Collections**

An Early Club operates from 8am daily. Children may be taken to Early Club without prior booking and this is a chargeable facility. Nursery staff will collect children from Early Club at 8.25am and walk with them to the Nursery which is nearby. Late Club operates from 3.30pm. Children who are not collected from Nursery at 3.30pm will be taken to Late Club. The last pick-up from Late Club is at 5.45pm. This is a chargeable service. Details of charges can be obtained from the Bursar or the Late Club manager upon request

## **Government Funding of Childcare Places**

From September 2017 there will be three main streams of funding by Government in the Early Years paid via the Local Education Authority. For the purposes of this funding, funding blocks (terms) have the following cut off dates:

- 31st December,
- 31st March
- 31st August.

The funding ceases in the term following their fifth birthday. Six terms are funded in total.

In order to receive the funding, parents will be required to sign an agreement form and provide the child's birth certificate (a copy will be held on file) and the parents National Insurance Number

1. **2 Year Old Funding** - The Nursery does not participate in the funding scheme for 2 year olds
2. **Universal Funding** - Free entitlement for 3 & 4 year olds (also known as The Early Years Grant (EYG))

Universal funding provides up to 15 hours per week per child. Children become eligible for Universal funding from the term following their third birthday. In order to qualify for funding, an eligible child must be

registered and attending on the headcount date, which is early in each term. Children who are not registered and attending on this date will not be able to claim funding until the following term and full nursery fees will be payable.

Sunnylands Nursery offers a maximum of 15 funded nursery hours per week for an average of 37 weeks per academic year. The actual number of hours available each term will differ according to the length of the Nursery term, but will not exceed 570 hours per academic year.

Each nursery setting may determine the way that the funding is offered. At Sunnylands Nursery, Universal Funding may be claimed for three hours per day Monday to Friday in the afternoon session, which runs from 12:30pm to 3:30pm. There are a minimum of 8 funded places available each day. The actual number of spaces will be determined by the age and staff ratios required in the nursery at any one time, and the demand for non-funded paid places. You will be advised of the availability of the funding when you request or reserve the sessions you require. For funded only places, a booking of five afternoons per week will be required.

Parents/carers must enter into a termly Parental Contract for the funding which is required by the LEA to enable Sunnylands Nursery to claim the hours on the parent/carer's behalf. The contract must be signed termly and the funding cannot be claimed unless the contract is signed. Failure to sign the contract or non-payment of the funding by the LEA for whatever reason will result in the parent/carer being liable for full fees for the attendance pattern booked. Parents/carers may use a maximum of two different childcare providers in which to claim funded hours. If a child is claiming funding at two settings, this must be declared on the Parental Contract. Failure to do so may result in the LEA withholding funding.

The free funded hours are claimed termly in advance, and therefore cannot be changed part way through a term. No refunds are available for funded places. If for any reason the funding is refused by the LEA, nursery fees are payable by the parent/carer and the contract you sign will state this.

Parents/carers may request extra sessions at the Nursery at any time. Extra sessions will be subject to availability at the time of request, and will be charged at the current fees level plus 5% administration fee. All requests for extra sessions should be made via the School Office and will be confirmed in writing by the Bursar or office staff when availability has been confirmed. Charges will be added to the next termly invoice.

### 3. **30 Hours Funding** (from September 2017)

The purpose of the extended 30 hour funding is to support working parents with childcare costs and provides up to 30 funded hours per week per eligible child.

The eligibility criteria is different for this funding, and is shown in brief below – full eligibility criteria may be found at <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

Initially children must be 3 or 4 years old by 31st August 2017 and subsequently children will be eligible the term after their 3rd birthday.

The additional hours will be available to families where:

- Both parents are working (or the sole parent is working in a lone parent family);
- Each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage
- Neither parent has an income of more than £100,000 per year.
- Parents must live in England
- If unemployed, both parents must become employed within 14 days of applying unless one of the above applies

Once your child is attending school, they are no longer eligible for free childcare including this offer

If you are a sole parent then all conditions above just apply to you.

## **Eligibility Checking and Reconfirmation of Eligibility**

In order to receive the funding, eligible parents will be required to register with Gov.uk and set up a Childcare Service Account. You can do this here:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

Upon registering, if you are eligible you will receive a 30 hours eligibility code which is your unique 11-digit reference number. Parents must provide the Bursar with their eligibility code prior to the funding being confirmed.

Parents must also provide the Bursar with a written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from the local authority of the validity of the parent's 30 hours eligibility code. The code will then be verified with the LEA. Any non-payment of funding will result in standard nursery fees being applied subject to eligibility under Universal Funding above.

Parents will have to reconfirm their eligibility on a three-monthly basis, and they will be reminded of this via email by the eligibility checking authority. If re-confirmation is not performed, or circumstances alter and parents are no longer eligible then there will be a short grace period before the child's funding ends. This grace period will be dependent on the date that eligibility ceases. You should inform the Bursar immediately if eligibility ceases. Should funding be withdrawn or cease, full nursery fees will be payable.

## **The 30 Hours Funding Offer at Sunnylands Nursery**

Each nursery setting may determine the way that the funding is offered. At Sunnylands Nursery, 30 Hour Funding will be available to parents booking a full time nursery place of 30 hours per week or more.

There are a limited number of 30 hour funded places available. The actual number of spaces will be determined by the age and staff ratios required in the nursery at any one time, and the demand for non-funded paid places. You will be advised of the availability of the funding when you reserve the sessions you require. The actual number of hours available each term will differ according to the length of the Nursery term, but will not exceed 1140 hours per academic year.

The 30 hour funded session times will be as follows:

8.30am – 11.30am

12.10pm – 3.10pm

An optional chargeable wrap around nursery full day option will be available from 8.00am to 5.45 pm in conjunction with our Early/Late Club which is staffed by nursery staff. Further details will be provided upon enquiry.

Childcare Vouchers and the tax free childcare scheme are eligible for the cost of the above wrap around options.

In order to qualify for funding, an eligible child must be registered and attending on the headcount date, which is early in each term. Children who are not registered and attending on this date will not be able to claim funding until the following term and full nursery fees will be payable.

**Any enquiry about this policy should be made via the School Office to the Bursar**