



Admissions Policy for Local Authority (LA) Nursery School and Day Care

Designated area:

The RBC designated area for the LA Nursery School at Norcot Early Years Centre is shown on the map available in the school office.

Aims:

- To ensure a fair admissions process for all children.

Registration:

- Any parent can register their child for a nursery school place at the Centre, but they will be advised of the Centre's school admissions policy with reference to the allocation of places.

Waiting List:

The waiting list comprises a list of names of children who have been registered for a LA Nursery School place with the Centre. The list is held in the Centre and the details of the persons are regarded as confidential.

Allocation of Places:

Places will be offered to children, in age order, as they reach the top of the waiting list for the term following their third birthday based on the following criteria:

1. Children who transfer from another LA Nursery setting.
2. Children who live in the Centre's LA Nursery School designated area.
3. Children who live outside the Centre's LA Nursery School designated area.

Proof of age and residency will be requested before the child is offered a place at the Centre's LA Nursery School.

Priority Admissions:

The following circumstances may lead to a child being given priority over all other children on the waiting list regardless of whether or not they live in the designated area.

- Child in receipt of pupil premium from a previous setting (LA transfers)
- Family circumstances
- Special Educational Need
- Safeguarding issues
- Medical history

- Referrals from other agencies accompanied by sufficient evidence to justify the child being given priority.
- Accommodation issues

The Governors' admissions panel will consider all Priority admissions and proof of any special circumstances will be required.

Offering and Accepting of Places:

Parents will normally be informed by letter or telephone half a term before their child is due to start at the Nursery School. They should indicate whether they intend to accept or decline the place as soon as is reasonably practical. If they do not wish to accept the place they should indicate the reason and whether they wish the child to remain on the waiting list for an alternative place should one become available. This will assist the Nursery School in planning for the future.

Expected Attendance:

Places will be offered for part time either morning (8.30 am – 11.30 am) or afternoon (12.30 pm – 3.30 pm).

These places are for 5 days per week Monday – Friday, term-time only.

Parents can request a morning or afternoon place but this cannot be guaranteed.

Children should not normally transfer from a morning to afternoon place or vice-versa.

Attendance is monitored and the Governors have the right to withdraw a place in the event of persistent poor attendance or non-payment of fees.

3 & 4-year-old funded places are also offered over 2 ½ days with the option of lunch club being paid for under terms and conditions of wraparound care clubs. Places are dependent on availability across the week.

The Governors agree in principle to flexi schooling and agree that the Head of Centre should consider individual cases following the terms and conditions. All requests for flexi schooling should be directed to the Head of Centre in writing. A written agreement will be put in place for each child (**Appendix i**).

30 hours childcare funding

Norcot Early Years Centre's governing body has approved terms and conditions of allocating hours under this scheme. Parents will be asked for their DERN code and this needs to be verified via the RBC portal before additional hours/sessions are confirmed.

2-year-old funded places

Applications are subject to criteria set out by Reading Borough Council. The admission procedure for Nursery School is followed. In addition, Reading Borough Council will confirm funding is available and Norcot will inform the Early Years Team of the start date for each child.

Additional Paid-For Places:

Parents may apply to pay for additional places to their child's 15 hours should there be spaces in the Nursery School.

These will be allocated under the criteria in (**Appendix ii**). A request for these spaces should be made in writing to the Head of Centre stating the criteria under which the application is made.

Charges for these will be at the equivalent day care rates but there will be no charges during school holidays.

These additional paid-for places cannot be exchanged for flexi-schooling places. New children have priority over paid for places.

Parents will be required to sign a contract agreeing to terms and conditions and pay a deposit. This deposit will be refunded on the final invoice.

Paid for places are only available if we have no children on our waiting list eligible for a government funded place. A paid for place may be withdrawn at the beginning of the next intake if we have children on our government funded waiting list. Intakes are in September, January and April.

This policy links to:

- Attendance Policy
 - Disability Duty in Education Plan
 - SEND Policy
 - Safeguarding Policy
- Charging Policy

Admissions Policy for Waterside Day Care

Children are admitted to the Waterside Day Care using the following procedures:

When a parent/carer expresses an interest in admitting a child into Waterside they are given a Parent Pack which contains details of the Centre, Parent/Carers Handbook, Waiting List Form and Fees Structure.

- The Waiting List Form should be filled out stating the child's name, date of birth, sessions required and expressed start date.
- When the Waiting List Form is handed into Waterside office, the date of when it was received is stated on the form. The details are then added to the waiting list file. Priority will be given to full time places first e.g. Mon-Fri 8.00-6.00. After this priority is then given to 4 full days, 3 full days and so on. Priority will also be given for siblings of existing children attending at the time of admission.
- Minimum registered sessions per week are: two half days (a combination of morning/afternoons) or one day (either a full day or a short day).
- The possibility of moving to the top of the waiting list is only when the sessions available are not suitable for the previous applicants.
- When a space can be offered the parent/carer is contacted and arrangements are made for the parent/carer to complete the appropriate forms. A Letter of Offer is given to the parent/carers and in return a contract should be signed to accept the place. A deposit of **4 weeks' fees** is required to secure the place and is refundable

in the last month's fees when the child is due to leave. The deposit **IS NOT** refundable if the child does not take up the space, 4 weeks' notice has **NOT** been given for leaving or fees are still outstanding when the child leaves.

- Parent/carers are advised that the contract should only be signed once the Parent/Carers Handbook has been read and understood as this states our terms and conditions.
- **2-year-old funded places**
Applications are subject to criteria set out by Reading Borough Council. The admission procedure for Day Care is followed. In addition, Reading Borough Council will confirm funding is available and Norcot will inform the Early Years Team of the start date for each child.

Policy Agreed: July 2018

Policy to be reviewed annually by Finance Committee July 2019



Norcot Early Years Centre Flexi Schooling Agreement with Parents

“Flexi-schooling” or “flexible school attendance” is an arrangement between the parent and the school where the child is registered at school and attends the school only part time; the rest of the time the child is home educated. This can be a long-term arrangement or a short-term measure for a particular reason. “Flexi-schooling” is a legal option provided that the head teacher at the school concerned agrees to the arrangement. The child will be required to follow the Early Years Foundation Stage whilst at school but not whilst he or she is being educated at home.” (Elective Home Education DCFS 2007)

The pupil can be recorded as attending ‘an approved educational activity’ (Code B) if:

- i. the activity had been approved by an authorised person on behalf of the proprietor of the school or Headteacher of the school;*
- ii. the activity takes place during the school session in question;*
- iii. the activity was educational in nature; and*
- iv. the person supervising the activity at the time had been authorised by the proprietor or the Headteacher of the school.*

The proprietor of a maintained school is the governing body. “

Childs name _____ DOB _____

This agreement recognises that _____ will not normally be attending the Centre on a

Monday Tuesday Wednesday Thursday Friday AM/PM (please tick box and delete session).

- The register will be marked as Code B if your child attends their flexi session and will be marked as an authorised absence if you inform us that they are unable to attend due to sickness, doctors’ appointments etc.
- Should there be any special events on the day your child is on Flexi schooling you are welcome to arrange with the Head or Deputy for them to attend on these occasions.
- If you choose to employ other people to educate your child at home, you will be responsible for making sure that those whom you engage are suitable to have access to children.
- Parents will be expected to complete information to put in their child’s profile
- We will arrange regular planning meetings between you (the parents) and the Centre to ensure your child achieves his/her potential and to promote good home-school relationships (to be agreed)
- The Centre will notify the governors of the flexi school arrangement and if it appears that the home educated part of a flexi school arrangement is not suitable, then the Centre will work in partnership to engage with the parents and re solve the concerns about the child’s education.
- The Centre will inform governors if it appears the child is not receiving suitable education.

- Should there be a dispute they will normally be resolved at the most informal level possible, but ultimately any complaints have to be considered by the Head of Centre first and then the governing body under the school's complaints procedures.

Long term visits to home countries may be considered as flexi-schooling after discussion with the Head of Centre with the expectation that parents contribute to their child's profile. Any other issues such as SEN requirements to be agreed with individual parents and carers at the time of signing the agreement and added below.

Other

I wish to enter into a flexi school agreement with Norcot Early Years Centre. I understand that I must comply with the terms above and in signing this form have agreed to do so.

Signed

Parent or Guardian

I agree for _____ to be home schooled under the above terms.

Signed

D M Heath

Head of Centre

Appendix ii

Terms and conditions of a Paid-For place at Norcot Early Years Centre

The offer of a Paid-For place is subject to the following terms and conditions. They should be used in conjunction with the policies and procedures already in place at Norcot Early Years Centre.

- This place is available on the condition that there are no children on the waiting list eligible for a government funded place. Should a child's name be placed on the waiting list your place will be withdrawn at the beginning of the next intake. Intakes are September, January and April.
- A minimum of 2 registered sessions, either morning or afternoon, must be booked.
- Parents will normally be informed by letter or telephone on receipt of their completed application form.
- The place is offered subject to a deposit of 4 weeks' fees being paid in advance and prompt payment of fees on a regular basis on receipt of an invoice. The deposit will be refunded when the paid-for place ends subject to your account being paid up to date.

Four weeks' notice is required for terminating your place.

- Charges for these will be comparable to day care rates, for term-time only. These additional paid-for places cannot be exchanged for flexi-schooling places.
- Attendance is monitored and the Governors have the right to withdraw a place in the event of persistent poor attendance.
- Subject to availability we may be able to offer an emergency session for a specific purpose where the parent is unable to secure any other childcare on receipt of an Emergency Session Request form.
- The registered sessions will be pre-booked and cannot be changed from week to week.
- Fees are due if your child is away unwell or on holiday.
- Non-payment of fees may result in withdrawal of the place and legal proceedings may follow.

Norcot Early Years Centre reserves the right to change these Terms and Conditions as necessary.