



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.

(Waterside Day Care does not have a designated area for admissions)

Aims:

- To ensure a fair admissions process for all children.

Registration:

- Parents (includes prime carers) may place their child's name on the waiting list following the child's second birthday. Parents are encouraged to visit the Nursery School when they register so that they can familiarise themselves with the Nursery and can ask questions.

At registration the following information is required when completing the application form:

- Name of child
- Date of birth – proof of birth is required e.g. birth certificate or passport and a copy is retained in the School office.
- Address (proof of address with post-code e.g. utility bill, child benefit statement)
- Name of parents and name of two emergency contacts with telephone numbers.
- Ethnic origin and languages spoken at home.
- Details of any previous Nursery or day care they have attended.
- Medical and SEN information together with details of any health agency or professional involved with the family e.g. health visitor, social worker.

Admissions Criteria:

Places will be offered to children who currently attend Norcot Early Years Centre who are in receipt of 2 year old funding. The following criteria will apply to those on the waiting list:

1. A looked after child
2. Special Educational Need that is supported by evidence from an authorised professional.
3. Child with any child protection plan.
4. Referrals from other agencies – medical or education
5. Child who has sibling attending Norcot Early Years Centre
6. Child transferring from Waterside Day Care

7. Registration received prior to closing date for the term to start
8. Residing within the Nursery School designated area (in date of birth order)
9. Residing outside the Nursery School designated area (in date of birth order)

No provision exists for any automatic right of appeal regarding admissions to non-statutory education. However parents have a right to an explanation where an application has not been successful. Most queries will be dealt with by informal discussion with the Head of Centre. A formal consideration of an unsuccessful application will be referred to the governing body of Norcot Early Years Centre. The governing body does not have the same powers as a statutory school admissions panel committee and can only ensure that the admissions procedure has been correctly applied.

Offering and Accepting of Places:

To be considered for a place in the Nursery School, registration needs to be completed no later than:

- For a September intake: child needs to be aged 3 years prior to the end of August.
Places are allocated by the Friday before the May half term.
- For January intake: child needs to be aged 3 years prior to the end of December.
Places are allocated by the Friday before the October half term.
- For April intake: child needs to be aged 3 years prior to the end March.
Places are allocated by the Friday before the February half term.

The same qualifying dates also apply for children admitted under the 2 year old funding scheme – child needs to be aged 2 years prior to the end of August, December, March.

Parents will normally be informed by letter or telephone 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 wraparound care club fees.
- 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 (**Appendix iii**) Parents will be asked for their DERN code and this needs to be verified via the RBC portal before additional hours/sessions are confirmed.

The relevant lunch club fee applies to children attending all day. Parents also need to provide their child with a packed lunch and booking is per term (**Appendix iv**).

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. The governing body has stated that wraparound care clubs cannot be accessed until a child is 3 years old.

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 Information Pack which contains a 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 submitted to 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 children of staff currently working at Norcot and 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 Information Pack 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.
- A staff discount of 30% will apply to the working days only for current staff in Waterside day care and the Nursery School. Staff discount will reduce to 10% on all sessions (regardless of working days) once government grant funding comes into force. This includes 2 year old funding as well as universal 15 hours and extended hours under the 30 hour scheme as appropriate each school term.

Policy Agreed: July 2020

Policy to be reviewed annually by Finance & Premises Committee July 2021



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

Mrs Katarina Bingham



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.



Norcot Early Years Centre 30 hours Free Childcare offer

What is 30 Hours free childcare?

From September 2017 many working parents of 3 to 4 year olds in England became eligible for 30 hours of free childcare – building up from the current 15 hours available. It is important to note that the free 30 hours is only for **38 weeks** per year not 52 weeks. It is basically equivalent to school term times. If you are eligible for the additional free childcare, you will have the option to use it for up to 30 hours per week for 38 weeks of the year (term time), or slightly less hours per week spread over more weeks of the year.

Will my child get it?

Not necessarily, as not everyone is eligible. Everyone will still receive the universal 15 hours free education entitlement that is currently available. At Norcot Nursery School this must be taken across 5 days of the week either in am OR pm sessions, or over 2.5 days (with a fee charged to parents for lunchtime childcare between 11.30am and 12.30pm)

There is detailed guidance available on the DFE website:

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

The basic eligibility rules for 30 hours free childcare are:

- Your child will be aged 3 or 4.
- Both parents must be working – or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You live in England.

Your eligibility will be checked using an online tool provided by Reading Borough Council prior to your child's admission and will be checked each term.

At Norcot we are offering up to:

- 30 hrs term time only, **38 weeks** in **Nursery School and Waterside**
- 22.35 hrs all year round, **51 weeks** in **Waterside only**
- 21 or 24 hours for **47.5 weeks** to spread your entitlement to include holidays (excluding Christmas and bank holidays). To be taken as 5 am OR pm sessions, plus 2 or 3 additional am OR pm sessions (term time) AND up to 3 or 4 sessions (9am-3pm) per week in holiday club weeks **Nursery School only**

PLEASE NOTE: If your child attends both Waterside and Nursery sessions, then the only option available to you is the 30 hr term time option

Wraparound care rates will still apply in Waterside.

If you require breakfast, lunch and tea clubs in the Nursery School fees will be payable at the published rates. The free entitlement is for the following sessions only (8:30-11:30am or 12:30-3:30pm term time and 9am-3pm for holiday club)

Examples of what this will mean for you:

Waterside

We will continue to invoice you in the usual way with your additional entitlement deducted. You will need to advise us if you want to spread your 30 hours entitlement over the full year or reduce it to 22.35 hours per week over 51 weeks of the year.

Nursery School

Example 1: Child is full time, attending 5 x am sessions and 5 x pm sessions per week, term time only.

Child receives 30 hours entitlement and you will receive an invoice for 5 lunch club sessions per week. If you require breakfast and/or tea club in addition we will invoice you for these too. If you required Holiday club sessions, these would need to be paid for.

Example 2: Child attends 5 x am sessions and 2 x pm sessions with breakfast club and lunch club on the full days.

Child receives 21 hours entitlement and you will receive an invoice for 2 breakfast and lunch club session per week. *By opting for the 24 hours per week offer, you pay only for breakfast and lunch clubs, and can use up to 4 sessions (9am-3pm) per week for holiday club. Any breakfast, snack, or tea clubs used during holiday club would also need to be paid for.*

PLEASE NOTE:

You will not be able to accrue unused hours. For example: If you only use 21 hours during term time you cannot use 27 hours per week during holiday club. Your term time hours should be the same as your holiday club hours for our headcount purposes.

Each offer is up to the hours quoted. i.e. Up to 30 hours for 38 weeks, up to 22.35 hours for 51 weeks (Waterside only), up to 24 hours for 47.5 weeks (Nursery only)

It is very important that you decide on the offer that you require. Eligibility will be checked before each term. You will not be able to change options unless there are exceptional circumstances

You need to continue with the timing of your current 15 hours. If you currently use morning sessions for your 15 hours, any additional sessions will need to be PM sessions and vice versa.

If you have any queries please contact:

Waterside: 0118 9375677

Nursery School: 0118 9375577

Appendix iv



Termly Wraparound Booking Form 2019/2020

Child's Name:

Term starting: Autumn Spring Summer

Price per session Breakfast £3.05 Lunch £4.60 Snack £5.95 Tea £14.90

Club	Monday ✓ if required	Tuesday ✓ if required	Wednesday ✓ if required	Thursday ✓ if required	Friday ✓ if required	Payment £
Breakfast						
Lunch						
Snack						
Tea						

If your child has an allergy to something, please give details:

.....

I have read and understood the terms and conditions of booking listed on the bottom of this form.
I agree to pay the fees due.

Signed.....

Please print name.....

Date.....

The bank details for the Nursery School (Meadowside & Hillside) are as follows:

Bank name:	Lloyds
Sort Code:	30-96-96
Account number:	64253668
Reference:	Your child's name

If you are paying via HMRC childcare account, please search our OFSTED No. 109751 for the correct Norcot account.

TERMS AND CONDITIONS OF BOOKING

- All bookings are subject to availability
- **Bookings must be made one term in advance and a monthly invoice will be issued for payment**
- All ad-hoc booking requests are for emergencies only and at the discretion of the Head.
- **All booked places must be paid for. Fees are due even if your child is away unwell or on holiday**
- Non-payment of fees will result in the place being withdrawn and legal proceedings may follow for recovery of payment

Welcome to Norcot Early Years Centre wraparound care clubs

We are registered with Ofsted to provide before and after school care clubs. Our Ofsted registration number is EY257099.

Breakfast club: £3.05 per session - 8am to 8.30am

Please take your child to Hillside hall where the club opens at 8am. After breakfast, activities are available for children to enjoy, then at 8.30am staff will take your child to their registration class.

Lunch Club: £4.60 per session - 11.30am to 12.30pm

A place in lunch club is automatically offered to you if your child is attending all day, either 2 ½ days per week with 15 hours funding or up to 5 days per week with up to 30 hours funding.

The 15 & 30 hour Government grant funding is applied to our Nursery Sessions only and therefore does not cover the cost of wraparound care clubs.

The price per lunch club is for one hour's childcare between morning and afternoon nursery sessions. *Parents need to provide their child with a packed lunch.* A list of suggested suitable food is available from the office.

Lunch club takes place in Hillside hall. Our lunchtime assistants will collect children from their class and take them to the hall however, if your child attends part-time please take them directly to the hall if attending the afternoon nursery class or collect your child from the hall if attending the morning nursery class.

Snack club: £5.95 per session - 3.30pm to 4.30pm

Your child will be collected from their class by staff and taken to Waterside building. Children are given a healthy snack and take part in activities inside and in the garden.

Tea club: £14.90 per session - 3.30pm to 6pm

Your child will be collected from their class by staff and taken to Waterside building. Children are given a cooked healthy tea and take part in activities inside and in the garden.

-
- All wraparound care club bookings must be booked one term in advance and received two weeks before the end of the previous term. Please complete the form overleaf and hand in to Meadowside office.
 - *Please ensure you disclose all dietary requirements, including any allergies, as our cook prepares all food on site.*
 - We will invoice you monthly for fees due and payment must be made within the month. Fees can be paid by direct payment to our bank, via childcare choices account or childcare voucher account.