



# CHESTNUT NURSERY SCHOOL LIMITED- ADMISSIONS POLICY

## Admissions procedure

The Admission Policy is issued to all families as part of the registration process. It is also available via our webpage.

All applications for Chestnut Nursery School are treated equally.

Application for admission can be made anytime (even before the child is born) application forms are available online (please contact the individual setting for more details). It is the responsibility of the parents/carers to inform the nursery manager of any change of circumstances which take place after the completion of the application form. Putting them on the waiting list does not guarantee your child a space.

Each application is considered on a first come first served basis.

A £260 deposit is required upon registration of which £160 will be returned to you once you give one months' notice to leave and if the terms and condition of the contract have not been broken. The deposit will be deducted from your account on the last month that payment is due or in the instance that the fees have been paid and there is no outstanding balance it will be refunded to the method of which it was received within 2weeks of their last day.

### Cancellation of Space:

If you wish to cancel your confirmed booking and have paid a deposit, the following refund terms apply:

- Cancellation received two months or more before the official start date: £160.00 of the deposit will be refunded.
- Cancellation received one calendar month before the official start date: No refund will be issued.

A deposit will not be taken should your child access a funded only space only, however, should you wish to add any private paid hours beyond your early years entitlement then we will request a deposit of £160.00 which is refundable when you give notice to leave, and your account is at a zero balance.

It is a requirement that all families have an email address and download the Parent Zone app to keep up to date with your child's daily events, observations, and assessments at nursery.

It is a requirement that 2 emergency contacts must be provided in addition to the listed Parents/Carers, in case of an emergency where the Parents/Carers cannot be reached.

As part of the registration process, parents/carers will be required to provide documentation to verify their child's date of birth. A birth certificate is required for this purpose, to confirm that the child has reached the eligible age for the funded entitlement. A copy of the document will be retained and may be requested by the local authority for audit or fraud investigation purposes. The document will be stored securely and retained in accordance with the Nursery School's data retention policy.

We offer **full-time**, **part-time**, and **funded-only** places at Chestnut Nursery Schools. Availability may vary across different nursery sites.

### **Funded Places:**

Children can begin accessing funded places from the term after they turn 9 months old, provided they meet eligibility criteria.

To receive this funding, working parents must apply for a code via [www.childcarechoices.com](http://www.childcarechoices.com).

- This code must be reconfirmed every 3 months to remain valid.
- **HMRC** will send you a reminder when it's time to reconfirm.
- If your eligibility changes or you are no longer eligible, you must inform the nursery immediately, as this may affect your funding.

We offer Early Education to eligible families over two attendance models this will vary at each site and availability

- **38 weeks per year (term-time only)**
- **51 weeks per year (stretched offer)**

Funded early education hours can be accessed during our standard opening times:

**Monday to Friday, 8:00am – 6:00pm – Full Day**

**Monday to Friday 8am-1pm – Morning Session**



# CHESTNUT NURSERY SCHOOL LIMITED- ADMISSIONS POLICY

## **Monday to Friday 1pm – 6pm – Afternoon Session**

We encourage parents to speak with the Nursery Manager to discuss and determine the most suitable arrangement for their child. We are committed to supporting working families and will work in partnership with parents to ensure that, wherever possible, the hours or sessions claimed as part of the funded entitlement align with their working patterns

Where a child's entitlement is shared across multiple providers or where a family is transferring their funding to or from another setting, we will work closely with the family and any other providers involved. Our aim is to ensure continuity of care and a smooth transition for the child. We will collaborate to agree a practical and consistent arrangement that meets the child's needs and adheres to funding requirements.

Families accepting a 2-year-old funded place (Eligibility is based on specific criteria, such as income-related benefits or other circumstances including children with special educational needs or those in foster care). will be able to claim the entitlement until their child/ren are eligible for either 3-4 universal funding entitlement or working parent entitlement.

All parents claiming funded Early Education hours must complete a Parental Declaration Form, which confirms the number of hours and the pattern of attendance. This form must be updated if changes occur.

Early Education is delivered in line with the national parameters set by the Department for Education. The following conditions apply to how funded hours can be accessed at our setting:

- No single session will exceed 10 hours in length.
- No minimum session length, subject to meeting the requirements of our registration with Ofsted's Early Years Register.
- Funded sessions will be offered between 6:00am and 8:00pm only.
- Children can attend a maximum of two different sites in one day when using their entitlement.
- Children can take up their free hours in continuous blocks.
- No artificial breaks e.g. funding given 10am -12pm then private hours charged in between, funding restart 1pm-3pm

At Chestnut Nursery School We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND).

This means we will -

- Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern, a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary.
- Utilize the SEND inclusion fund and Disability Access Fund to deliver effective support.
- Publish our contribution to the 'SEND Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEND.



# CHESTNUT NURSERY SCHOOL LIMITED- ADMISSIONS POLICY

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Funding and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We work in partnership with parents, carers, other childcare providers, the local authority and our setting has made a flourish pledge which means we are working together with the local authority to make flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk. Where required we will seek parent/carer consent to collect share and use your information in accordance with the data protection act and data protection regulations.

All children leave Chestnut Nursery School to start reception between 4 years old and the term before their 5<sup>th</sup> birthday. This being their 5<sup>th</sup> year of birth.

## **Deferring school for children and summer born children.**

Summer-born deferment is a big step that will impact on your child's education at every phase through to leaving school not just starting reception. It is generally accepted that children's early experiences have the biggest impact on their later life. In the first five years, children develop physically, cognitively, and emotionally at a faster rate than at any other time. In reception, teachers work hard to embed positive attitudes towards school and learning. In addition to setting the expectations for children's behaviour and building a sound understanding of key concepts such as reading and numbers as well as them accessing their full entitlement of hours at school and prepare them for school life outside of their nursery experiences. Reception teachers know that children will be at different starting points in September. They know some children need more support and they will cater for individual children's needs, including those of summer-born children.

Apart from in the most exceptional circumstances, schools are able to meet all pupils' personal, social and educational needs within their appropriate age group, and that this is a reasonable expectation. Therefore, at Chestnut Nursery Schools pre-school aged children will leave our settings by the end of the August term before the September start of reception. Should a parent wish to defer their child's place at school, we will help and guide the parent with their decision, however they would still be required to leave Chestnut Nursery Schools at the end of the August term.