

Hartcliffe Nursery School



Admissions Policy

September 2023-2024

Agreed by Governors: 26.10.2023

Review date: 10.06.2024

Rationale

We believe that all young children should have an equal opportunity to access high quality, Early Years Education.

To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places at Hartcliffe Nursery School.

Aims

- To have a fair and consistent process for allocating places.
- To ensure a socio-economic balance in our intake, from which all children benefit and thrive whilst upholding equal opportunities.
- To ensure all applicants are equally valued and that families are able to express their and their children's needs.
- To reflect Bristol's Policy on Early Years Education and allocation of places and current research on the best provision for Nursery aged children.

Guidelines Priority for allocating places will be as follows:

1. Looked After Child, Children with a Child Protection Plan and Children with SEND or external agency involvement
2. Children within the Hartcliffe Community
3. Children with siblings attending the Nursery or who have attended in the past
4. Children who live outside of the Hartcliffe Community, but who have siblings who have attended or are attending the Nursery
5. Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral
6. Children who live outside of Hartcliffe Community
7. Parents requiring more than 2.5 days a week paying day-care will be given first refusal on days that are the most popular. NB. Popular days that have a waiting list for paying day-care, will not be offered as a standalone day, but only as part of a minimum of 2.5 days.

Free Early Education (FEE) places for 2-year olds who are eligible

Early Education for eligible children aged 2 - targeted offer of free 15 hours per week for 2-year-old children, whose families are eligible. Available from the term after the child's 2nd birthday. This is term time only.

We have two options for the free 15 hours. (see below). Hedgehogs provide two and a half days at the beginning or end of the week and Owls provide mornings or afternoons.

Room	Sessions					
HEDGEHOGS and WOODPECKERS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	Begining of the week hours:	Arrive: 8.30am	Arrive 8.30am	8.30-11.30am	Arrive: 8.30am	Arrive: 8.30am
	End of the week hours:	Pick up: 2.30pm	Pick up 2.30pm	12.30-3.30pm	Pick up 2.30pm	Pick up 2.30pm

OWLS Morning or afternoon sessions

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.15 – 11.15am	8.15 – 11.15am	8.15 – 11.15am	8.15 – 11.15am	8.15 – 11.15am
12-3pm	12-3pm	12-3pm	12-3pm	12-3pm

- These places are for children, who are eligible for free childcare.
- Places are available from the funded term (Jan, April, Sept) after your child's 2nd birthday.

If your child turns 2 before:

- 31st August, they will be entitled to their place from September
- 31st December, they will be entitled to their place from January,
- 31st March, they will be entitled to their place from April.

If you wish to access a free 2-year-old place for your child, you should apply to the Local Authority at

www.bristol.gov.uk/freeplacefortwo who will confirm eligibility or through our website

<https://www.hartcliffnursery.co.uk>

- Once we have received authorisation from the Local Authority, we will contact you to discuss and offer places if available.
- If there is not a place available, your child's name and details will be added to our waiting list.
- We can also refer you to the Family Information Service to find an alternative. If one cannot be found, your child's name and details will be added to a FEE waiting list.

Free Nursery places for 3 and 4 year olds

We provide Free Universal Entitlement for 3 and 4 years olds available from the term after their 3rd birthday. The entitlement is 15 hours per week, term time only.

- You can register your child for a Nursery School place by completing a registration form, either at the nursery or through the website <https://www.hartcliffenursery.co.uk/register-your-interest/>
- All registrations will be considered and places offered to children following the criteria in the admissions policy.
- Children who are 3 and 4 will be offered 15 free hours of nursery education term time only subject to availability from the term after their 3rd birthday
- Usually you will be notified of your child's nursery school place from the 1st week of June for a September start OR in October for a January start date
- Places will be filled across the year if available, in accordance with this admissions policy. There are 3 intakes per academic year: September, January and April.
- We have two Nursery Classes, Butterflies and Squirrels, who both offer places at the beginning of the week or the end of the week. See table below.

SQUIRRELS & BUTTERFLIES	SESSION TIMES				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Beginning of the week hours:	Arrive: 8.30am	Arrive 8.30am	8.30-11.30am	Arrive: 8.30am	Arrive: 8.30am
End of the week hours:	Pick up: 2.30pm	Pick up 2.30pm	12.30- 3.30pm	Pick up 2.30pm	Pick up 2.30pm

Nursery School 30 HOUR OFFER TERM TIME ONLY – families who are eligible and meet the criteria

Free Extended Entitlement (Nursery School, 3-4 YEARS OLDS)

Eligibility Criteria for a free 30-hour place:

- Children who will be aged 3 or 4 years old by the 31st August 2020
- 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
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery Place You must register on-line at <https://childcaresupport.tax.service.gov.uk/par/app/applynow> or speak with our admin team who will be happy to help you apply.

Extended entitlement sessions will be offered as follows:

Monday, Tuesday, Wednesday, Thursday, Friday 8.30am-2.30pm, **term time only**.

These are set hours and unused hours cannot be banked to be used at a later date.

You may buy additional wraparound sessions.

Early drop off	8am -8.30am	£3.00
Late pick up	2.30pm -4pm	£6.00 per hour

- Only a valid 30 Hours Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. You will be asked to renew their 30 Hours Code every 3 months. The school will not hold a place for a child whose parent/carer is still 'applying' or 're-applying' or has lost their eligibility code.
- HMRC will prompt you by email or text 4 weeks and then 2 weeks before to renew your 30 Hours Code if you have not reconfirmed your eligibility.
- If a 30 Hours Code cannot be renewed, or you choose not to renew the code, after 3 months the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the school.
- Ineligibility and end of grace period is detailed below:

Date 30 Hours Code becomes ineligible	End of Grace Period + Funding of the Extended Free Hours
1st September to 21st October	31st December
22nd October to 31st December	31st March
1st January to 10th February	31st March
11th February to 31st March	31st August
1st April to 26th May	31st August
27th May to 31st August	31st December

When the grace period lapses the place will revert to a universal 15-hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Paying Day Care arrangements

You can register your child for a paying day care space after attending a prospective parent's show around. You must complete a paying day care registration form, either at the centre or by downloading an application from our website.

- All registrations to be considered and places offered to children following the criteria in the admissions policy.
- Place allocation is dependent on availability at any particular time.
- When a place is offered it will need to be secured with a deposit. The deposit is the equivalent to one month's fees and will be returned with your final payment when your Paying Day Care arrangements come to an end.
- Any place offered will be subject to a debtor's check through Bristol City Council.
- A minimum of 2 core sessions which can be bought for 2-4 year-olds subject to the terms of the Day Care contract.
- Ad hoc sessions can be booked subject to availability and must be paid in advance once agreed by the Day Care Manager/Team Leader)

If you are wanting to book additional hours, you must complete a request form available from the office and have it agreed by the Day Care Manager.

Session fees are obtainable from reception or from our website <https://www.hartcliffenursery.co.uk>

Invoices are generated on the 5th day of each month for Paying Day Care and payment must be made within 14 days of the date of the invoice.

Late collection fees

If your child is collected later than the contracted time for either Nursery School and Day Care, there will be a fine of £10 plus the session fee.

This will be invoiced a week in arrears.

Notice period for Paying Day Care

The notice period for changes to contract or termination of contract is 1 month and must be put in writing to the Day Care Manager.

Bank holidays are not funded by Bristol City Council.

If the free entitlement falls on a bank holiday we are not able to swap the day for the day missed.

Nursery School Start Dates

Children's start dates are arranged to meet each child/family's individual needs.

The start date will take into account our settling procedures which have been developed to ensure all children are feeling safe and happy to be left, beginning to form a relationship with their key person, are able to be alongside other children and access their learning environment.

Children may not receive their full free entitlement during this settling in period.

Paying Day Care

During the initial settling in period, you will not be charged until they have accessed their full sessions within this time. This can take up to 2 weeks depending on how your child settles.

Payments for Childcare

- Hartcliffe is registered with the Tax-Free Childcare scheme
 - Payment can be made by cash or cheque and also Childcare Vouchers through your childcare provider
- Ofsted Registration number is EY 108906

Induction Process

You will also be offered a registration date to view the Nursery's offer, Admission Policy, Admission Criteria and Charging Policy. You will be required to bring proof of child's date of birth and current address.

Acceptable documents are as follows:

- ❖ Birth certificate – evidence of date of birth
- ❖ Utility bill – evidence of address
- ❖ Bank statement – evidence of address
- ❖ Driving Licence – evidence of address

Nursery visit and show around

You and your child are welcome to visit the Nursery for a show around with the Headteacher or Deputy Headteacher. This is an opportunity for you to find out about the Nursery, our ethos, what we provide as well as an opportunity to ask any questions.

You will have an opportunity to review your first choice of session times and the opportunity to meet with the Special Educational Needs and/or Disability Coordinator (SENDCo) to discuss any additional learning, development or social needs.

Home Visits



You are offered a home visit before your child starts their sessions in Nursery. The purpose of the home visit is to begin to build relationships between you and your key person, developing parent partnerships and strong links between Home and Nursery which will support your child's emotional well-being and help them to settle into their new environment confidently. (Please see Home Visit Policy for more information)

Settling-in

We have a supportive settling in process when your child starts at Nursery. We ask you to work in partnership with us to ensure a smooth transition into Nursery that meets your child's emotional needs.

Day 1: You and your child visit your nursery room for 1 hour. This is an opportunity for your child to become familiar with their new environment with you as their secure adult. It is also an opportunity for you to see how the room works and begin to build relationships with your key person and the team.

Day 2: If your child seems happy to be left, you may settle your child and leave them with their key person for one hour. You will need to stay in Nursery and complete the registration form with the Headteacher or a member of the Senior Leadership Team. This is a unique opportunity to meet with a member of the leadership team. If your child has Medical Needs, this is also a time when we will complete a Health Care Plan with you.

Day 3: If your child is settled you may leave them for a longer period agreed by the key person. This may be an opportunity to stay for lunch (excluding Owls)

Depending on your child's needs and how they have settled the previous week, this may be the time when your child can access their full 15 hours.

This process is informed by the Trauma Informed Approach and research about child development. Settling in times may vary and be adapted as each child is unique, each with their own needs. It may take several days or weeks for a child to settle. We will work in partnership with you to ensure a supportive and smooth transition adapted to meet the individual needs of your child.

We keep the child at the heart of our induction and settling in process.



Staying for lunch



We provide one free hot school meal for every child per week. There is no need to bring a packed lunch on these days. We will work closely with you to reassure you whether your child is eating hot lunches or not. You will be surprised what they will eat at Nursery! We will work in partnership with you to make sure that lunchtimes meets the need of your child.

Room	Hot lunch days
Hedgehogs and Woodpeckers	Tuesday and Thursday
Squirrels and Butterflies	Monday and Friday



Packed Lunches On days when hot lunches are not provided, please provide your child with a healthy packed lunch on Tuesday and Thursday which must be brought into school at the start of the morning session.



Nappies

You are expected to bring in nappies and any associated products as they will not be provided by the Nursery.

Trips

- Throughout the year there may be trips which we may ask for a voluntary contribution towards the cost.

Complaints

- If you are unsatisfied with any decision made has been made through the admissions policy, please contact the Headteacher on 0117 9038633 to make an appointment or email hartcliffenursery@bristol-schools.uk

Appeals

- If you have a complaint about any aspect of the delivery of the free hours, you should contact Bristol City Council. In the first instance please email the Family Information Service on askcyps@bristol.gov.uk or phone on 0117 3574192.

We reserve the right to change the contents of this policy without prior notice