



Diocese of Norwich
St Benet's
Multi Academy Trust

The Harleston Sancroft Academy

Nursery Admission & Charging Policy

Policy Type:	Academy Policy
Approved By:	Local Governance Committee
Date Approved by LGB:	25th March 2024
Review Date:	March 2025
Person Responsible:	Head Teacher

Summary of Changes

This policy was written in March 2024. The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change

General Policy Roles and Accountabilities

The Diocese of Norwich St Benet's Multi Academy Trust is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each Academy is responsible for the implementation of all policies of the Academy Trust. All employees of the Academy Trust are subject to the Trust's policies.

The Harleston Sancroft Academy Nursery

Is for 3 and 4 year olds, running a morning session (8:50 am-11:50 am) and afternoon session (12:20-3:20 pm) Monday to Friday in term time for 3 hours per session. We offer flexibility and the opportunity to buy into lunchtime care so that you can access a morning and an afternoon session in the same day. The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

We offer 24 places in our morning session and 24 places in our afternoon session.

From the term following a child's 3rd birthday, all 3 and 4 year old children are entitled to 15 hours a week of funded early years provision for 38 weeks a year or 30 hours funded early years provision for those families who meet the government criteria.

Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

Funding is available from the term *following* a child's third birthday until they reach compulsory school age.

A child born in the period	Will become eligible for a funded place from:
1st April to 31st August	1st September following the child's third birthday (Autumn term)
1st September to 31st December	1st January following the child's third birthday (Spring term)
1st January to 31st March	1st April following the child's third birthday (Summer term)

At the Harleston Sancroft Academy Nursery, parents/carers can use their funded entitlement of 15 hours or 30 hours per week. This can be used between our nursery and up to two other settings, however, a maximum of two settings in a single day. Harleston Sancroft Academy Nursery provides 3 hour sessions in the mornings and afternoons. Parents and carers using another setting on the same day can use more of their funded early education entitlement.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Early education is offered within the national parameters:

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

This is all funded through the funded entitlement so will not cost parents anything. For those who require more than their funded entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions can be bought - please see charges below.

In order to claim the funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school.

Payment

We charge £2.15 a day for lunch cover from 11:50 am-12:20 pm. This charge is for additional staffing while nursery staff have their lunch breaks. Lunch is not provided by the nursery, children are required to bring a healthy packed lunch from home.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Additional hours can be bought at a cost of £12.90 per session (8:50-11:50 am and 12:20-3:20 pm).

Registration fees and deposits are not charged. You will receive confirmation of sessions via email/letter.

We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

Charges for additional services such as trips will be agreed in advance with families.

We do not charge for snacks.

How to pay for 15+ hours

For children who buy in additional sessions, we require timely payment for them to access their charged place. This allows us to secure the correct staffing ratios. An invoice will be issued 3 weeks before the end of each half term giving parents 14 days to make the required payment for their child to be able to attend the following half term. Payment can be made by tax free childcare or via your school Arbor account. We also accept childcare vouchers, which working parents can request via their employer. For information on childcare and funding please visit the following websites:

[Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

[Universal Credit childcare costs - GOV.UK \(www.gov.uk\)](#)

[Information for Childcare providers | Childcare choices](#)

[Synergy - Enquiry \(norfolk.gov.uk\)](#)

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc. If payment is not made before the start of each half term for the lunch wrap around care or additional sessions, a reminder will be sent. The child will be unable to attend the lunchtime wraparound or additional sessions the following half term until the payment is received and their place will be regrettably withdrawn due to non payment. If issues arise regarding payment, please speak to our school office, we will look to support you wherever possible in finding a payment plan which is suitable for you and the school.

Notice period

If you no longer require a place at the Harleston Sancroft Academy Nursery we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

Admissions

We will work with parents and carers to ensure that as far as possible the hours/sessions can be taken as funded provision. We offer lunch wraparound care for those who require a full day at nursery. This is between 11:50 am-12:20 pm.

The Harleston Sancroft Academy offers admissions in line with the Harleston Sancroft Academy Admissions Policy.

Where the Academy is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order of priority:

1. Date of birth; with the oldest child on the waiting list having greatest priority. This ensures children who are closest to starting school (reception class) are able to attend nursery.
2. Looked after children (children in care) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
3. Siblings of children already at the school living in the catchment area [for the definition of sibling and catchment area refer to items 2 and 3 in the definitions section of the Appendix 1 of our school Admissions Policy].
4. Residence within the catchment area of the school [for explanation of resident refer to item 2 in the clarifications section of Appendix 1 of our school Admissions Policy. For explanation of catchment area refer to item 3 in the definitions section of Appendix 1 of our school Admissions Policy].
5. Siblings of children already at the school living out of catchment [for definition of sibling and catchment area refer to items 2 and 3 in definitions section of Appendix 1 of our school Admissions Policy].
6. Children living out of the catchment area who have a faith and / or whose parents are committed Church members and wish them to receive an education in a school with a Church of England foundation [for explanation of committed Church member refer to item 3 in clarifications section of St Benet's MAT Pupil Admissions Policy - Primary Page 7 of 13 Appendix 1 of our school Admissions Policy]. They should support this application by completing the Supplementary Information Form (SIF) in Appendix 2. Within this criterion the following hierarchy will be applied: a) Anglican b) other Christian denomination c) other organised religions

In order to request a place at The Harleston Sancroft Academy Nursery, the nursery application form needs to be completed which is available from the school office or on the school website. If a place is not immediately available, the child will then be added to the waiting list and places allocated as per the admissions criteria. We offer 15 hours funded places over 5 sessions for all 3 and 4 year olds the term following their birthday and 30 hours funded for those families who meet the government criteria. Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed (to the maximum available):

Monday	8:50am-11:50am and 12:20-3:20pm
Tuesday	8:50am-11:50am and 12:20-3:20pm
Wednesday	8:50am-11:50am and 12:20-3:20pm
Thursday	8:50am-11:50am and 12:20-3:20pm
Friday	8:50am-11:50am and 12:20-3:20pm

Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed nursery admissions form and the child's original birth certificate must be seen for verification by admin staff at the school office. These documents must be received before the child can start their sessions.

If your child is given a place in the Harleston Sancroft Academy Nursery, it does not mean that he or she will automatically have an admission place in the Reception Year. You will have to apply separately for a place for your child in the Reception Class, via Norfolk County Council.

The Admission and Charging Policy is issued to all families as part of the registration process. They are also available on our website.

Transport

Please note that school transport to and from the nursery is not available even if your child has a sibling at our school who already uses school transport.

SEND

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which is skills based, progressive, knowledge-rich and vocabulary driven. It enables children to develop as happy, motivated, effective learners and is play based so that all children can 'Live life in all its fullness' (John 10:10). We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs.

Enquiries about an individual child's progress should be addressed at first to the key person. Other enquiries can be addressed to Mrs Jane Price, Head of Primary Phase or Mrs Bev Beaumont, EYFS lead or Mrs Laura Botwright, SENDCo.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

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

- Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- Publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the [Norfolk Community Directory](#) and our [website](#) to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Specialist services and staff with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

The Harleston Sancroft Academy Nursery will contact parents and carers applying for a place for a child with additional needs prior to them starting to discuss how needs can be best met.

Further information and the Harleston Sancroft Academy SEND policy can be accessed on our school [website](#)

Early Years Pupil Premium

We aim to identify all children who are entitled to additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We aim to consult with parents/carers about how this money is used to support their child.

Safeguarding

We take our responsibility for safeguarding and promoting the welfare of all children and young people very seriously. The purpose of The Harleston Sancroft Academy safeguarding policy is to ensure every child who is a registered pupil at our nursery and school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our nursery and school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our nursery and school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our nursery and school to have the best outcomes.

The child's welfare is of paramount importance. Our nursery and school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our nursery and school will be able to talk freely to any member of staff at our nursery and school if they are worried or concerned about something.

All staff and visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information.

We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. The Designated Safeguarding leads are responsible across the school and nursery. Please see our school website for further information and the Harleston Sancroft Academy Safeguarding Policy can be accessed on our school website:

<https://www.sancroft.stbenets.org/key-information/safeguarding/>

GDPR

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

The General Data Protection Regulations (GDPR) came into force on 25th May 2018. It is regarding privacy of all data we hold as an organisation. As a nursery and school we collect and hold a great deal of personal data - not only about children, but also staff, parents, volunteers, visitors, suppliers and other 'data subjects'.

We take our responsibilities of custodians of this data very seriously and embrace opportunities GDPR provides to make improvements on how we handle data. Our Privacy Notice can be viewed on our school website.

Setting Closures

The Harleston Sancroft Academy Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises etc. We will give as much notice of these situations as possible.

Complaints Procedure

We aim for all Nursery users to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the funded entitlement in the correct way as set out in this policy and in Early Education and Childcare Statutory guidance, a complaint can be submitted to Mrs Jane Price, Head of Primary Phase, using the complaint form which can be found on the school website. The complaints procedure can be accessed on the school [website](#)

If you would like a paper copy of the complaints procedure please contact the school office 01379 853211 or primary@sancroft.stbenets.org