

# Cavendish Close Infant School

## Nursery Admission Policy

We are a 39 place nursery offering breakfast and afterschool care.

The nursery aims to provide each child on the waiting list with 3 and 4 year old Flexible Free Entitlement place the term after their third birthday and will offer a minimum of three terms.

We offer the Flexible Free Entitlement over 3 options and additional hours around funded sessions as outlined below.

<b>Flexible Free Entitlement Sessions for 3-4 year olds</b> 1:13 ratio		<b>Cost to Parent</b>
<b>OPTION 1</b> 15 hours per week over 38 weeks	<b>2.5 days</b> Monday - 9.00am-3.00pm Tuesday - 9.00am-3.00pm Wednesday - 9.00am-12.00pm <i>*Limited places available*</i>	NIL COST  <i>Optional school dinner £2.00 per day</i>
<b>OPTION 2</b> 15 hours per week over 38 weeks	<b>2.5 days</b> Wednesday - 12.30pm-3.30pm Thursday - 9.00am-3.00pm Friday - 9.00am-3.00pm <i>*Limited places available*</i>	NIL COST  <i>Optional school dinner £2.00 per day</i>
<b>OPTION 3</b> 30 hours per week over 38 weeks	<b>5 days</b> Monday to Friday 9.00am-3.00pm  <i>*Limited places available*</i>	NIL COST <b><u>(upon receipt of valid 30 hour eligibility code for each school term)</u></b>  <i>Optional school dinner £2.00 per day</i>
<b>Additional hours around funded sessions for 3-4 year olds</b> 1:8 ratio		<b>Cost to Parent</b> <i>*Invoiced monthly</i>
<b>Morning wrap around session</b>	7.45am-9.00am  <i>*Limited places available on a first come first served basis*</i>	<i>Includes breakfast</i>
<b>Afternoon wrap around session</b>	3.00pm-6.00pm  <i>*Limited places available on a first come first served basis*</i>	<i>Includes light tea</i>
<b>2.5 days</b> 15 hours per week over 38 weeks	Monday - 9.00am-3.00pm Tuesday - 9.00am-3.00pm Wednesday - 9.00am-12.30pm <i>*Limited places available on a first come first served basis*</i>	<i>Optional school dinner £2.00 per day</i>
<b>2.5 days</b> 15 hours per week over 38 weeks	Wednesday - 12.0pm-3.30pm Thursday - 9.00am-3.00pm Friday - 9.00am-3.00pm <i>*Limited places available on a first come first served basis*</i>	<i>Optional school dinner £2.00 per day</i>

### **15 hours Flexible Free Entitlement**

All 3 and 4 year olds can access 15 hours of free childcare up to 570 hours a year. We offer this over 38 weeks a year.

### **30 hours extended Flexible Free Entitlement**

Some working families may be eligible to increase their hours of free childcare up to 1140 hours a year. We offer this over 38 weeks a year. You can check whether you are eligible via Childcare Choices at <http://www.childcarchoices.gov.uk> or the Childcare calculator at <https://www.gov.uk/childcare-calculator>

If you are eligible for 30 hours, you will be given an 11 digit 'eligibility code' which will secure your request for a funded 30 hour place. To access a 30 hour session you must have a valid eligibility code. You can start claiming the extended entitlement the term following the date you receive your code. You will be prompted by HMRC every three months to reconfirm the details you entered on application and we will require you to reconfirm your code is valid 4 weeks before the school term commences.

Whilst we will do our best to support parents, if your circumstances change during the school year and you fall in or out of extended entitlement eligibility we are not able to guarantee the session of your choice.

### **Early Years pupil Premium (EYPP)**

The Early Years Pupil Premium is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see website <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>). This funding will be used to enhance the quality of an EYPP child's early years' experience by improving the teaching and learning, facilities and resources, with the aim of impacting positively on progress and development. We ask parents for their National Insurance numbers or Asylum Seekers numbers on the Flexible Funding Agreement to check with Derby City Local Authority if your child qualifies for this premium.

### **Free School Meals**

Some families in receipt of certain benefits may be eligible for Free School Meals.

### **Allocation of Places**

Funded places are allocated to families who meet our policy criteria detailed below in priority order.

1. Children who live in normal or wider area served by the school who are;
  - Looked after children by the Local Authority (for at least one day) at the time of admission.
  - Children who have been adopted from care.
  - Children who have left care through special guardianship.
  - Children subject to a child arrangement order.
2. Children who are, or are likely to be the subject of a statement of special educational needs and are supported by the Early Intervention Team or other health professionals.

3. Children whose parents/guardians are receiving one of the following Support Payments;
  - Income Based Job Seekers Allowance.
  - Income Related Employment and Support Allowance.
  - Child Tax Credits (but not Working Tax Credit), and your annual income is no more than £16,190.
  - The guaranteed element of State Pensions Credits.
  - Support under Part VI of Immigration and Asylum Act 1999.
4. Parents who live in the catchment area served by the school and have proof they are working full days at time of admission.
5. Parents who live in the catchment area served by the school and have proof they are engaging in a full time training programme of further education at time of admission.
6. Children from the catchment area of the school.
7. Children who have siblings in the school.
8. Children who have siblings in Cavendish Close Junior School.
9. Children from the wider area of the school.

N.B Children who attend the nursery do not have an automatic place in Foundation Stage 2 (Reception) and should apply through Derby City Admissions.

Please note that if you have a child in the nursery it does not mean that older siblings will be offered a place in school.

#### **Additional hours around funded sessions**

We offer additional care around funded sessions at a cost. Additional charged sessions are offered on a first come, first served basis.

#### **Invoicing Procedure**

#### **Complaints Procedure**

Should you have a complaint please write to the Headteacher who will pass your complaint on to the Governing Body.