

***"A cord of three strands is not easily broken" Ecclesiastes
4:12***



The Norman CE Primary School Nursery Admissions and Charging Policy



Persons Responsible: EYFS Lead, Headteacher

**Date of Policy: June 2025
Next Review Due: July 2026**

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Norman C E Primary School and Nursery offers Funded Early Education hours to families who meet certain national criteria in our Nursery. This entitlement is Government funded and is intended to deliver 15 or 30 hours a week (to a maximum per year) of free, high-quality provision.

The Norman 'Nelson Class' offers:

- 3 and 4 year-old universal hours. This entitlement is available to eligible children the term after they turn 3.
- Working Parent child-care hours. From 1st April 2024, this entitlement is available to some 2 year-olds.
- Working Parent extended child-care hours for 3 / 4 year-olds.

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.

Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

We also accept children who are not eligible for funding, on a half termly invoice basis.

Nelson Session Times

Morning Session: 8:45am – 11:45am

Afternoon Session: 12:15pm – 3:15pm

Lunch is between 11:45am and 12:15pm. For children attending for a full day, there is no charge for this period of time, as it ensures we can safely supervise children eating with an adult who has Paediatric First Aid Training, and ensures our children remain with appropriately qualified adults for their ages. Parents / carers are to provide a healthy packed lunch. Nursery runs in term time only 38 weeks a year

Nursery Provision

Time	Number of claimable hours	Charges if in addition to funded hours or not eligible for funded hours.
Morning Session 8:45am – 11:45am	3	3/4 year olds £5.28 per hour (£15.84 per session) 2 year olds £6:00 per hour (£18.00 per session)
Afternoon Session 12:15pm – 3:15pm	3	3/4 year olds £5.28 per hour (£15.84 per session) 2 year olds £6:00 per hour (£18.00 per session)

Full Day 8:45am – 3:15pm	6	3/4 year olds £5.28 per hour (£31.68 per day) 2 year olds £6:00 per hour (£36.00 per day)
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Funded places in our Nursery are offered in the following combinations:

- 15 hours per week; 5 morning sessions.
- 15 hours per week; 5 afternoon sessions.
- 15 hours per week; a combination of morning and afternoon sessions.
- 15 hours per week; 2 Full Days and 1 morning or afternoon session.
- 15 hours per week; 1 Full Day and a combination of morning and afternoon sessions.
- Up to 30 hours per week for eligible working families; maximum 5 morning and 5 afternoon sessions.
- For children who may not be ready for 15 hours, where we have capacity, we can offer shorter weeks.

Nursery Transition

Once a place has been offered, and accepted in writing, you will be advised of your child's 'settling in sessions' as part of the admissions process, along with the welcome pack, admission form and getting to know you booklet.

The 2 taster sessions will not be charged for, and their start date will be their first session after the taster sessions

Shared Childcare Provision

We work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across two providers, and where families transfer funding claim to a new setting

Funding Actions Required by parents / carers

Proof of Eligibility: As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be not be retained, but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Funded Offer Eligibility: Once a place has been offered, families must present to the school a copy of the email message received following completion of the online eligibility check. This email will confirm the eligibility plus denote an 11-digit numerical NCC reference number. In order for us to carry out the required checks at school we also need parent's National Insurance numbers and dates of birth; a claim form will be issued as part of the registration process for you to complete.

Families accepted a 2 year old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3 and 4 year old funding universal entitlement or working parent entitlement.

It is the parents' responsibility to ensure that funding has been claimed during the correct time NOT the Nursery's.

Completion of the parent/carer Claim form is a mandatory process, each term. This has to be completed **in advance** in line with government and Local authority deadlines. Failure to complete this form will result in funding not be awarded and parents being invoiced for the cost of sessions.

Charging

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

The entitlement place is offered free. Parents will not be charged a “top up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Any additional sessions outside the funded Early Education hours will be charged as follows:

£17.10 per 3-hour session for 3 /4 year old and
£18.00 per 3-hour session for 2 year olds

Families are required to supply personal care products such as nappies, pull ups, baby wipes, nappy bags and any creams etc. required.

Lunch is not provided by the nursery at this time, and a packed lunch will need to be supplied by parent/carers.

Our fees are reviewed annually in June. Families will be given a least 6 weeks’ notice in writing to inform them of any change and given the opportunity to discuss their options with Melanie Frost, Headteacher. The alternative options include:

- Waiving or reducing costs.
- Where criteria is met, attending fully funded sessions between 9.00 am -12.00pm or 12.00-3.00pm.

All sessions are non-refundable. A deposit, retainer and registration fee is not charged.

All families will be issued an invoice half termly in advance, unless the balance equals zero. The payment term is within 21 days of date of invoice. A Late Payment fee will be charged when invoices are not paid within the payment terms of **three weeks** from date of invoice. A late payment charge of £10 per week will be applied for any outstanding payments after this time.

Tax Free and Universal Credit Child Care

Tax-Free Childcare can be used by working families with children aged 0-11 years and earning under £100k and at least £167 per week, and who aren’t receiving Universal Credit or Tax Credits. For every £8 you pay into an online account, the government will add an extra £2, up to £2000 per child per year.

Universal Credit Childcare can be used by working families claiming Universal Credit with children under 17 years old. Up to 85% of eligible childcare costs can be reclaimed. Parents will need to speak to their work coach for more information.

Find out more information from the [Childcare Choices website](#).

Nursery Admission and entry

Our Nursery will admit pupils from the term after their 2nd birthday.

We admit children three times a year: the beginning of Autumn Term, Spring Term and Summer Term. All claims forms have to be completed in advance. We do not admit children mid term.

Wherever possible we will try to give your child a place at our Nursery. Sometimes we may be able to offer you a place, but the exact sessions you have requested may not be available. If this is the case, we will let you know what we are able to offer. 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.

Where a time lapse has occurred between the point of enquiry and a child's start date, families should check that the information shared with us about funding and fees remains current so that any applicable charges can be checked/finalised before the childcare arrangement (contract) is formalised.

If there are no places available, a child's application will remain on file. Their name will be added to the waiting list and contacted when sessions become available.

Attendance

For short term absences from Nursery – for example family holiday, sickness, medical app, family emergency or occasional lateness, funding will not be withdrawn.

If a child's absence exceeds two weeks the Nursery MUST inform the Local Authority, who will look at the reasons for absence, and decide if funding can still be claimed for that period.

Although attendance is not mandatory, there is an expectation that children will attend on a regular weekly basis.

Although attendance is not statutory, there is an expectation that children will attend every week and regularly. In line with our whole school attendance expectations, any absences must be reported to school via the school office. Where no information is received by 9.30am, the school will make contact by telephone. If we are unable to make contact with you successfully, members of the school Safeguarding Team will carry out a welfare home visit check.

Notice Period

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to The Norman CE Primary School and Nursery. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met.

Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Registering for a place in Nursery

Enquiries for availability can be made at the school office, either in person, by phone (01366) 728241 or by emailing norman@trinitypartnership.norfolk.sch.uk.

Admissions

If there are no spaces available children will be placed on a waiting list and places will be given on a first come first served basis.

Where a child has been entered onto the waiting list and they are not 2 years old they will not be considered until the term after their 2nd birthday. They will remain in the same place on the waiting list.

There is no minimum number of sessions restriction, however we would prefer children to attend the whole 15 or 30 hours where at all possible.

Please be aware that having a child educated within our school Nursery does not automatically guarantee a place in the Reception class at our school. Reception admissions are administered by Norfolk County Council School Admissions.

Early Education is offered within the national parameters –

- No session to be longer than 10 hours;
- Not before 6.00am or after 8.00pm;
- A maximum of two sites in a single day.

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

The Norman CE Primary School 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.

SEND/Inclusion Policy

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements include a clear approach to identifying and responding to 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;
- 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 <https://ashleighprimary.com/key-information/sen/> to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

We aim to identify all children that may attract any 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.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND, available on our school website.

Complaints Policy

Our Complaints Policy is on our website, but would actively encourage any parents who have any concerns to speak to staff in the first instance.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for Local Authorities), a complaint can be submitted directly to the Headteacher.