



## Multi Academy Trust



### Pebbles Nursery

# ***Admissions and Charging***

Signed by C Boxall Chairman of the Academy:	
Policy adopted or reviewed:	March 2019
Next Policy review date:	March 2020

## **ADMISSIONS AND CHARGING POLICY**

(This policy should be read alongside the Dover Federation for the Arts Multi Academy Trust Board of Directors Charging and Remissions Policy)

The following frameworks and legislation underpins this Policy:

- Early Education and childcare, Statutory guidance for Local Authorities 2017
- Childcare Act 2006
- Childcare Act 2016
- Equality Act 2010
- School admissions code 2014
- Statutory framework for the early years foundation stage 2014
- Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- Special educational needs and disability code of practice: 0 to 25 years 2015
- Data Protection Act 1998

## **INCLUSION**

Pebbles Nursery aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Pebbles Nursery is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

## **ENTITLEMENT TO NURSERY EDUCATION**

Pebbles Nursery offers 15 hour Free Early Education weekly entitlement for the most disadvantaged two-year-olds, the 15 hour Free Early Education entitlement for parents of three and four year olds (the universal entitlement) and the 30 hours Free Early Education entitlement for working parents of three and four year olds (the extended entitlement).

Parents will be required to sign a parent/school contract stating when and where children are accessing their entitled funding.

Pebbles Nursery delivers the Free Early Education entitlements consistently to all parents, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional services or consumables. The Nursery understands that places given to eligible two-year-olds remain valid only until they become eligible for the universal entitlement for three and four year olds.

Children can be admitted into Pebbles Nursery from the term after their second birthday.

Pebbles Nursery Session times are as follows:

Morning Session: 9.00 a.m. – 12.00 p.m.

Lunch Session: 12.00 p.m. – 12.30 p.m.

Afternoon Session: 12.30 p.m. – 3.00 / 3.30 p.m.

The 15 or 30 hour Free Early Education entitlement may be made up using 5/ 10 x 3 hour morning or afternoon sessions which can be used flexibly if available. Additional sessions can be purchased on a termly basis subject to availability.

## **ADMISSIONS POLICY**

The responsibility for determining the admissions for nursery age children lies with the Nursery Manager.

Pebbles Nursery has 26 places available for nursery age children in any one of the morning or afternoon sessions.

The Academy Board has agreed that any available sessions, over and above the entitled 15/30 hours free weekly provision will be chargeable.

Pebbles Nursery do not charge for registering a child or require any deposit prior to starting.

## **ALLOCATION OF PLACES**

If there are more applications than there are places available, the oversubscription criteria (below) will be used to allocate places.

Applications for places need to be made directly using the Nursery application form. The Nursery will contact families directly to inform them of the outcome of their application.

## **ADMISSIONS AND APPEALS**

Any applications received for children who are too young to attend will be placed on a waiting list and the application will be processed in the term before they are due to start Nursery.

### **Oversubscription criteria**

- 1) Looked after children, or children who were previously looked after e.g. because they were adopted or became subject to a residence or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)
- 2) Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The letter must explain why the nursery is the only suitable nursery to meet the child's needs and why no other nursery could provide the appropriate support for the child.

Allocation of a place will be decided based on receipt of a letter by Pebbles Academy Board and where the Board members consider that a place should be offered on these grounds.

3) Children whose sibling lives at the same address, currently attends White Cliffs Primary College, and who will continue to do so on the date of admission (see note 2 for a definition of sibling).

4) Children who live nearest to the Nursery using straight line measurement from the main entrance of the Nursery to the Ordnance Survey address point for the child's home (see note 3). Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

#### Notes

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).

2. The term sibling includes legally adopted or fostered children, and step- and half-brothers or sisters living at the same address. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.

3. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.

4. Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.

5. The offer of a place at the Nursery does not guarantee the child a place in the Reception class at White Cliffs Primary College. A fresh application will be required in accordance with the criteria for admission to Reception classes.

### **Waiting lists**

If your child is not offered a place at the Nursery, you may ask for your child to be placed on the waiting list kept at Pebbles Nursery office. Where places become vacant, they will be allocated in accordance with the following criteria, not a first come first served basis:

1. Any child who is due to start school in the following September – ‘school starters’
2. Availability of staffing ratios
3. Availability of session indicated by parental preference.

### **Admissions and Appeals**

There are no statutory appeal entitlements for parents/carers refused a nursery place. If you are dissatisfied with the admission decision, parents can put their concerns in writing to the Director of Foundation stage who will consider the complaint in accordance with the Multi-Academy Trust complaints procedure. If parents are still dissatisfied an appeal can be made to the Principal, Mrs S.Fothingham.

### **FUNDED SESSIONS – (eligibility):**

**Universally Free Early Education for two, three and four year olds is based on a Core Offer of 570 hours a year over no fewer than 38 weeks.**

### **Free For Two (FF2)**

This is not a universal offer – Pebbles Nursery will advise parents of the FF2 criteria and eligibility checking process.

- the family meeting the criteria used to determine the eligibility for Free School Meals
- the family receiving Working Tax Credits and have an annual gross income of no more than £16,190 per year (this figure may change depending on current legislation)
- the child has a current statement of Special Educational Needs or an Education Health and Care Plan
- the child is entitled to Disability Living Allowance

- the child is looked-after by the local authority
- the child is no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives

### **Three and Four year olds – 15 hours**

Free Early Education for three and four year olds is a universal offer. Pebbles Nursery advise parents that a child's date of birth must fall into the eligible date ranges as shown below and that the child remains eligible until they reach compulsory school age at the beginning of the term following their fifth birthday.

### **Three and Four year olds – 30 hours**

Prior to enrolment with Pebbles Nursery the parent of the child must complete an online assessment to ensure eligibility for the 30 hours funded child care.

<https://www.childcarechoices.gov.uk/>

Once a parent receives confirmation of their eligibility they will need to provide Pebbles Nursery with a valid code, which is the child's unique 11 digit number and a copy of the child birth certificate. Pebbles Nursery will then ask parents to sign a parental declaration form, stating when they will be accessing the provision. The local authority will confirm the validity of 30 hours eligibility codes to Pebbles Nursery.

*It is the responsibility of the parent to revalidate the code 3 times a year, before the end of each term.*

Kent County Council will complete audit checks to review the validity of eligibility codes for children who qualify for 30 hours free childcare at 6 fixed points in the year, both at half-term and at the end of term across the year. It is the local authority's responsibility to notify Pebbles Nursery where a parent has fallen out of eligibility and inform them of the grace period end date.

<b>Date Parent receives ineligible decision on reconfirmation:</b>	<b>Kent County Council audit date:</b>	<b>Grace Period End date:</b>
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

Within the grace period Pebbles will give the parent the opportunity to decrease the number of sessions or pay for any additional session above universal 15 hours.

Parent will be advised that a child's date of birth must fall into the eligible date ranges as follows for all types of funding:

<b>A child born in the period</b>	<b>Will become eligible for a free place</b>
1 January to 31 March (inclusive)	The start of Term 5 following their second birthday (after April holiday)
1 April to 31 August (inclusive)	The start of Term 1 following their second birthday (after Summer holiday)
1 September to 31 December (inclusive)	The start of Term 3 following their second birthday (after Christmas/New Year holiday)

**To be eligible for the funding children must be in attendance during the designated headcount week of the academic term unless they are known to be ill or on holiday.**

## **ADDITIONAL NURSERY SESSIONS AND CHARGES**

Additional 3 hour nursery sessions are subject to availability and will be allocated according to the Admissions Policy or on a first come first served basis.

Sessions are charged at:

- £14.00 for a 3 hour morning or afternoon session
- £2:50 for Lunch Club from midday to 12:30 p.m.
- £2.50 for **(30 Hour funding)** optional 30 mins 3.00pm-3.30pm

This charge will be reviewed annually by the Academy Board and agreed by the Board of Directors.

Additional sessions and charges will be outlined in the parent/carer Nursery contract.

Additional sessions must be arranged termly in advance in agreement with the Nursery.

Two full weeks' notice will be required if parents/carers wish to cancel additional sessions.

Pebbles reserve the right to charge 2 weeks fees should parents/carers not provide this notice.

Employees of the DFA MAT receive a discount of 10% per paid session.

## **PAYMENT METHODS**

Fees for Nursery sessions outside of the free early education entitlement are payable weekly in advance and no later than the first session of the week that the child attends

The Principal and Academy Board reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

## **PAYMENT ARREARS**

Failure to pay in advance of the session will result in the child's additional sessions at the Nursery being withdrawn once the outstanding payment reaches £50. Should the situation not be resolved within five working days the place will be reallocated to another child.

## **CANCELLATION OF CONTRACT**

The cancellation of the free Early Education entitlement sessions can be made at any time. Parents/Carers will be required to sign an updated parent/school contract.

A minimum of 2 weeks notice is required to cancel additional paid sessions.

Any permanently cancelled sessions will be made available to children on the Nursery waiting list.

Once additional sessions are cancelled the Nursery cannot guarantee re-instating them.

## **PEBBLES NURSERY PATTERN OF DELIVERY**

Published on the Website and in the Pebbles handbook

<b>Type of funding</b>	<b>Funded hours</b>	<b>Optional chargeable elements</b>
<u>Free for 2</u>  <b>5 x 3 hour sessions</b>	15 hours	Lunch sessions: £2.25
		Additional sessions: £13.50
		Cooked main meal: £2.00
<u>Three and Four years old (15hours)</u> <b>5 x 3 hour sessions</b>	15 hours	Lunch sessions: £2.25
		Additional sessions: £13.50
		Cooked main meal: £2.00
<u>Three and Four years old (30 hours)</u> <b>10 x 3 hour sessions – finishing at 3pm</b>	30hours (uninterrupted)	Optional 30 mins (3.00-3.30pm): £2.25
		Cooked main meal: £2.00
<u>Paying Parent</u>  <b>As required</b>	None	Sessional fee: £13.50
		Lunch club: £2.25
		Cooked main meal: £2.00

**The Academy Board will review the charging fees annually**