

Admissions and Attendance Policy 2021 for Shiplake Village Nursery

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Admissions and Attendance Policy 2021

Shiplake Village Nursery



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| Approved by: | The Governors of Shiplake CofE School and Shiplake Village Nursery | Date: 15 September 2021 |
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| Last reviewed on: | 15 February 2021 |
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| Next review due by: | September 2022 |
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Admissions Policy

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and provided in different community languages and in other formats on request.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability – whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We will endeavour to put the appropriate support in place for children and/or parents with disabilities to take part in activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and promote our Inclusion Policy.
- We consult with families about the opening times of our setting and, as far as is practical and in the interest of the children, we are flexible about attendance patterns in order to accommodate the needs of individual families, for example in the number and combination of hours they attend each week in consultation with nursery staff.
- Nursery Education Funding (NEF) is provided from Government via the Oxfordshire County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after they turn 3 years old. The setting will provide the necessary documents in order to claim for this funding.
- New 30 hour funding is provided from the Government via the Oxfordshire County Council. Not every child is eligible and parents must apply online <https://www.gov.uk/apply-30-hours-free-childcare> and

provide the setting with an eligibility code. The setting reserves the right to limit the amount of 30-hour claimants.

- Parents are informed about additional funding available through [Oxfordshire County Councils Early Years Pupil Premium webpage](#)
- By Government policy, you can share your NEF hours between two settings.
- The Nursery charges a fee for children attending the setting who do not qualify for Government funding, or additional hours. (These fees are outlined separately.) However, our priority is to provide NEF funded places.
- We try to accommodate parents' admission requirements with fair and clear procedure however any disputes in relation to this will be dealt with at the discretion of the School Governor.

Eligibility

- We accept children from 2 years old up to school age subject to available spaces.
- We accept new children throughout the year as they become eligible. This may be at the start of the term or during it depending on ratios. Government funding is however only available from the full term after the child turns 3.
- We request that children attend a minimum of two sessions preferable over 2 days to help the child to settle in and to provide more opportunity to improve outcomes and monitor development.
- Once a completed application form has been received and the administration fee paid, we arrange our waiting list on a date of registration basis.
- In addition our policy may take into account the following:
 - Start date requested
 - Particular circumstances affecting the family (including looked after and previously looked after children)
 - Referrals from outside agencies
 - Siblings previously or currently attending the pre-school
 - The balance of the group as a whole
- Available sessions will be offered to children already attending the setting before being offered to children from the waiting list.

- We offer funded places in accordance with the Code of Practice for Oxfordshire County Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- A minimum notice of half a term is required, in writing to the Registrar, if a child is to be withdrawn from the setting or sessions to be significantly reduced. Failure to do so may incur a full half term's fees.
- If a parent/carer wishes to change their child's session, this request should be put in writing to our Registrar who will accommodate where possible.
- Our Registrar will respond to any queries within a reasonable time scale.
- Any offer requires a response from the family, either by accepting or declining the place, by a deadline. Offers will be made by email where possible. Reasonable attempts will be made to contact the family by phone or in person, if no email response is received by the deadline. If no written response is received within 48 hours of the deadline, regardless of whether the Registrar has managed to contact the family, the child's place on the waiting list may be forfeited.
- We will not discuss another family's registration with other families.
- Our admissions policy is separate to that of Shiplake CofE School and children attending Shiplake Village Nursery will still need to apply for a school place via OCC and meet the chosen schools admissions criteria.

Opening Times

Monday to Thursday 9am – 2pm and Friday 9am -1pm Term time only. Please see our term dates which are in line with Oxfordshire Schools. <https://shiplakevillagenursery.co.uk/useful-information/>

Dropping Off

The Nursery opens at 9am Monday to Friday and the nursery staff will welcome the children into the setting from this time. Children are marked off on the register when they arrive. After 9.15am the main door to the nursery will be closed to safeguard the children in session and we ask that all parents are off the nursery site by this time. Parents or carers arriving with children for the afternoon sessions at 12noon should ring the doorbell and wait for a member of staff.

Collection

The Nursery door will be opened at 3pm for children to be collected. Parents/carers and children should vacate the nursery site by 3.15pm. Parents and carers collecting children after the morning session at 12 noon or after lunch club at 1pm should ring the doorbell and wait for a member of staff to become available. We ask that parents/carers then vacate the nursery premises with their children promptly so that the afternoon session can commence without disruption or delay.

We will only release a child from our care to adults who have permission to collect them. We ask parents to provide us with a list of people authorised to collect and include a description or a photograph for us to keep on file. In the event of an emergency, we operate a password system.

Attendance

Good attendance is vital to children's educational achievement, well-being and keeping them safe. Children are expected to attend all scheduled (pre-booked) sessions. An absence form should be completed for any planned holidays or absence and where possible absence should be avoided during term time. Un-attended scheduled sessions will still be charged. Any absence planned or unplanned that extends past 14 days may affect Universal 15 hour and 30 hour extended funding and would therefore result in parents being charged for these missed sessions.

It is a statutory requirement that we keep a daily register of all children's attendance including times of arrival and departure. Registers of attendance will be kept accurately, indicating clearly when a child is present or absent. Lateness and absences will be recorded and regularly monitored, and concerns will be raised with parents or carers.

Please see the latest guidance for relating to attendance and Covid19.

<https://shiplakevillagenursery.co.uk/wp-content/uploads/2021/09/Taking-your-child-to-an-early-years-setting-information-for-parents-1.pdf>. Please also refer to our health and safety policy regarding illness.

Lateness and absence

We understand that it is not always possible to be on time and we will work with parents to support difficulties with drop-off and pick-ups, however children who are regularly late or miss sessions could find it more difficult to settle in nursery and keep up with the learning and development taking place.

If a child is late or absent without explanation the Key Worker or Manager will:

- Telephone the parent/carer on the first day of absence shortly after 9.15am to establish a reason for non-attendance
- Make further follow-up telephone calls if unexplained absence continues
- Send an email and letter when contact cannot be made by telephone
- Make a home visit if attendance is inconsistent.

Uncollected Children

If a parent/carer is delayed collecting a child, we will normally be able to accommodate the additional care for a short period, but this should be for emergencies only and not become a regular occurrence. We will reassure the child and if necessary, organise additional activities. We reserve the right to make an additional charge for late collection. We request that a parent telephones us in advance where possible if they are going to be late collecting their child. Please ensure that you inform us of any changes in contact details.

If we are unable to suitably care for the child because the care falls out of hours or staff to child ratios cannot be met, we request that parents arrange for an authorised adult to collect their child. If we are unable to reach a parent, we will contact other adults from the authorised list and arrange for them to collect the child. Late collection is subject to a late fee which will be charged for every 20 minutes we are required to provide additional care.

If we are unable to make contact with anyone at the close of our business (3.30pm), we will inform Social Services and follow their advice, at all times we will minimise any distress to the child.

Un-scheduled sessions (“Drop-in’s”) and Lunch Clubs

We offer additional sessions and lunch club for children who are registered with and regularly attend the setting. We have a set procedure for booking in these sessions. These procedures are in line with our policies on health, safety, security, welfare and equality.

Procedures

- Parents may wish to book an un-scheduled session or lunch club for their child who regularly attends the Nursery. We can only accept an un-scheduled booking when:
 - The child is already well settled and secure
 - The required adult/staff ratios are met
 - The Manager (or person in charge) has assessed ALL the health, safety and welfare risks and passed a judgement to accept the booking
 - There is a suitable place for the child in the session
- The Manager (or person in charge) makes the final decision on the un-scheduled session.
- Every attempt will be made by the Manager to accept the booking. If the booking cannot be accepted the Manager must make reasonable attempts to explain the reasons why. There may be some circumstances when an explanation is not possible because there is a conflict of interest.
- Our policy “Inclusion, Equality, Diversity and Values” is followed at all times.
- Fees for un-scheduled sessions are charged as additional hours unless the child is eligible for funding, there is unused funding available and the funding application deadline has not passed.

To book a nursery session (half or full day) or a lunch club

- Phone the Nursery land-line, speak to a staff member in person or email registrar@shiplakevillagenursery.co.uk
- Sessions should be booked in advance at least the day before.
- All unscheduled session or lunch club requests are subject to Manager approval.
- No booking has been accepted until a staff member has informed the parent by email or in person.
- On the day unscheduled sessions and lunch clubs are reserved for emergencies only.

- We reserve the right to cancel unscheduled lunch club sessions to give priority to unscheduled session requests

Payment of Fees

We aim to offer the best quality childcare at the lowest cost to parents as possible. There is no difference in care, facilities or resources for children who are taking funded places to those paying fees. Shiplake Village Nursery will give at least a terms notice of any increase in nursery fees.

We invoice in advance of each full term. Invoices are usually sent out within the first 2 weeks of each term. Payment is requested within 14 days after which interest may be charged. Invoices for unscheduled drop-in sessions are invoiced the following term (with exception of the Summer Term which will be invoiced in the final two weeks of that term). If a child leaves nursery without giving a terms notice in writing, fees may be incurred.

Funding

All parents wishing to take up the universal entitlement funding must complete and sign a parental declaration within the deadline provided. If a Parental declaration is not received, sessions will be charged at full rate. The nursery Manager or Registrar must see a child's original birth certificate or passport as proof of date of birth for new funding claims.

Parents wishing to claim extended entitlement of 30hour funding must complete a Parental Declaration form within the deadline provided and are responsible for rechecking their eligibility with HMRC. Until Shiplake Village Nursery has received from you the 30 hour code, National insurance number of the applicant and seen a valid form of ID a check on the 30 hour code cannot be completed. 30 Hour funding is not guaranteed until Shiplake Village Nursery has verified the code.

The Nursery requests a voluntary contribution towards the shortfall in government funding from parents of children in a NEF funded place, this is completely discretionally.

Appendix 1 - Fees

Fee structure implemented 1st April 2019. Shiplake Village Nursery will give at least a terms notice of any increase in nursery fees.

Fees for children not qualifying for government funding or additional sessions beyond the funded hours

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| Standard session (3 hours) | £19.00 |
| Drop-in session (3 hours) | £21.00 |

Discretionary 'per hour' voluntary contribution for children qualifying for government funding

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| Per funded hour | £3.00 |
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Additional Charges

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| Lunch Club (12-1pm) | £4.00 (pre-booked) £5.00 (drop in) |
| Late collection fee | £5 |

Appendix 2 - Useful links

How to get government help with childcare costs:

www.childcarechoices.gov.uk

[Oxfordshire County Councils Early Years Pupil Premium webpage](#)

www.oxfordshire.gov.uk/localoffer

<https://shiplakevillagenursery.co.uk/wp-content/uploads/2021/09/Early-Years-Pupil-Premium-Flyer-2021-1.pdf>

Covid19

<https://shiplakevillagenursery.co.uk/wp-content/uploads/2021/09/Taking-your-child-to-an-early-years-setting-information-for-parents-1.pdf>

Policies

<https://shiplakevillagenursery.co.uk/policies-procedures/>