

Admissions and Attendance Policy 2019

Shiplake Village Nursery



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| Approved by: | The Governors of Shiplake CofE School and Shiplake Village Nursery | Date: 11 February 2019 |
| Last reviewed on: | 11 February 2019 | |
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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 and provide the setting with an eligibility code. The setting reserves the right to limit the amount of 30-hour claimants.
- By Government policy, you can share your NEF hours between two settings. However, we request a minimum of 6 hours per week attendance in our setting to claim the minimum of 3 hours per week NEF funding.

- The Nursery charges a fee for children attending the setting who do not qualify for Government funding, or if they attend more than the funded hours. (These fees are outlined separately.) However, our priority is to provide NEF funded places.
- The Nursery requests a fee for consumables towards the shortfall in government funding from parents of children in a NEF funded place.
- 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 Governors.

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.
- 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
 - 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. 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

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 also ring the doorbell and wait for a member of staff. This avoids disruption to the children having lunch in the setting.

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, where possible absence should be avoided during term time. Any absence planned or unplanned that extends past 14 days may affect Universal 15 hour and 30 hour extended funding. Un-attended scheduled sessions will still be charged.

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.

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.

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.

If we are unable to make contact with anyone at the close of our business, 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”)

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 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.
- All sessions are booked on a ‘first-come-first-served’ basis.
- Each case will be looked at individually. (Factors such as the child’s age will be considered because we have to adhere to EYFS parent:child ratios.)
- Prices for un-scheduled sessions will be displayed on the noticeboard and website.

To book a full session (9am-12 or 12am-3pm) parents/carers may:

- Phone the Nursery land-line and speak to a staff member
- Speak to a staff member in person
- Email communication is allowed to arrange an un-scheduled sessions in advance but should not be used on the day.

- Unscheduled sessions requested through the Registrar are subject to the Registrar checking with the nursery staff before confirmation can be given.
- The staff member approached about an un-scheduled session will take down the details and discuss with the Manager. They will get back to the parent/carer within a reasonable amount of time.
- No booking has been accepted until a staff member has informed the parent in person.
- Sessions can be booked:
 - In advance
 - On the day

To book lunch club (12-1pm) parents may:

- Lunch Club sessions must be booked in person at 9am when arriving for the morning session. If we cannot accommodate an extra child for lunch due to ratios we will inform you on request.
- We do not accept phone calls or any other form of communication to accept Lunch Club bookings. This is because it interrupts the crucial time the staff have in the mornings for setting up the daily activities.
- If parents are unable to collect their child at 12noon they must not assume that the child can stay for Lunch Club as ratios might not be met.
- Bookings cannot be arranged in advance because we give priority to the un-scheduled booking of full sessions.
- Exceptions will be made when occupancy is low.

Payment of Fees

We aim to offer the best quality childcare at the lowest cost to parents as possible.

We offer the universal hours funding to all children in our setting from the term after they turn 3 years. We aim to offer as many extended hours funded places as possible within our budget.

There is no difference in care, facilities or resources for children who are taking funded places to those paying fees.

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We invoice in advance of each 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 drop-in sessions are invoiced at the end of each term (with exception of the Summer Term which will be invoiced in the final week of the term).

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 the 30 hour code, National insurance number 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 verified the code.

As there is a significant shortfall in the normal nursery fees and the amount received by the Government in funding we request a consumables fee of £3 per hour of funding.

Shiplake Village Nursery will give at least a terms notice of any increase in nursery fees.

As per the admissions policy, if a child leaves nursery without giving a terms notice in writing, fees may be incurred.