



## Seashells Nursery Admission Policy.

Our aim is to offer our families flexible childcare provision in line with current government guidelines.

Guidance for Nursery admissions is taken from the Kent Provider Agreement September 2017 – March 2018 for the provision of Free Early Education and Childcare for two, three and four year olds and the Statutory Guidance for Local Authorities.

Free Early Education for the most disadvantaged two year olds and universally for all three and four year olds are based on a core offer of up to 570 hours a year over no fewer than 38 weeks. From September 2017 children of working parents who are eligible, will be able to receive an extended entitlement of an additional free 15 hours also over 38 weeks.

**Admissions** Seashells Nursery has the capacity to take 26 children during the morning or the afternoon session.

- Admissions will take during the academic year if Seashells Nursery does not have a waiting list and places will be offered on a first come first served basis.
- Admissions will only take place at the start of a new seasonal term (September / January / April).
- In the event of Seashells Nursery being oversubscribed the Nursery will operate a waiting list using the criteria detailed below:

Places will be offered firstly to Looked After Child / Child with medical or need by multi-agency request

Age – oldest child over 2 years for FFT places; oldest child over 3 years for universal / extended funding

Sibling – the child has a brother or a sister already attending Herne Bay Infant and Nursery School

Distance – the distance from the school using a straight line distance from the home address to the school.

- Priority will be given to children taking up their free entitlement.
- All sessions will be allocated subject to availability.
- All admissions forms, including the Parental Declaration form, must be completed prior to admission.

**Two year olds** Seashells Nursery is able to offer 4 morning and 4 afternoon places for two year olds. Two of these are FF2 places and two can be for fee paying two year olds.

- Free Education for two year olds is known as the Free for Two Scheme (FF2). This is not a universal offer and is eligibility based on whether the family is in receipt of specific benefits or credits.
- FF2 funding starts from the beginning of the term following the child's second birthday up to a maximum of 570 hours per year.



- A child is eligible if:
  - they come within the criteria used to determine eligibility for Free School Meals
  - their families receive Working Tax Credits and have an annual gross income of no more than £16,190 per year
  - they have a current statement of Special Educational Needs or an Education, Health and care plan
  - they are entitled to Disability Living Allowance
  - they are looked after by a local authority
  - they are 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.

**15 hours universal free entitlement** is Free Early Education for three and four year olds with effect from the beginning of the term following the child's third birthday up to a maximum of 570 hours per year.

- 15 hours consists of 5 x 3 hour sessions. At Seashells Nursery daily 3 hour sessions are available from 8.30 – 11.30am and 12.15 – 3.15pm.
- Parents are able to distribute these sessions across the week in a pattern that supports their family need dependent on session availability.

**30 hour free entitlement** is an additional 15 hours on top of the universal offer for working parents who meet the income requirements of the offer.

- Seashells Nursery offers 30 hours free early education to the children of families who are eligible from the term after their third birthday up to a maximum of 1140 hours per year.
- Eligibility must be sought by the parents. Parents must apply for the extended entitlement through the digital childcare service and will be issued with an 11 digit eligibility code. Seashells Nursery can only offer 30 hours free provision if an eligibility code has been issued to the parent prior to the academic term in which the free provision is to start.
- Parents must provide Seashells Nursery with permission to validate eligibility. KCC will validate the 11 digit eligibility code to allow us to offer places to eligible children.
- Eligibility codes will be audited at six fixed points during the year. Parents must renew eligibility when prompted by HMRC and Seashells Nursery will be notified by HMRC if a child is no longer eligible for the 30 hours additional free provision.
- If a child is no longer eligible to receive funding for 30 hours, the family will enter a grace period. KCC will contact Seashells Nursery to notify us of which parents have fallen out of eligibility and inform us of the grace period end date. KCC will continue to fund a place for a child until the grace period end date.
- Children who are no longer eligible will continue to receive the universal free entitlement of 15 hours free early education each week. Families will be given the option to drop the additional sessions or continue with them and pay the necessary fees.
- Seashells Nursery is unable to reserve sessions once they have been dropped.

The government provides funding for 38 weeks per year. Seashells Nursery will endeavour to ensure that each child receives their full entitlement. If during the term a child falls short of their entitlement, Seashells Nursery will offer that child make up sessions, subject to availability. If a



child's pattern of attendance means that they will receive more provision than is funded, parents will be given the option to purchase the additional session(s) or withdraw their child from Seashells for those session(s) to incur no further cost to themselves. This will not affect a child's allocated sessions. Seashells Nursery will notify parents at the beginning of each term if their child will exceed or fall short of their entitlement for that term.

**Additional childcare.** Seashells offer the opportunity to pay for additional hours over and above the government funded offers.

- Any additional hours over a child's free entitlement will be charged at £15 per 3 hour session.
- 45 minute lunch club session will be charged at £4.00 per session with parent providing a packed lunch.
- Any child in receipt of the universal 15 hour free early education and staying all day will incur the £4.00 lunch charge; parents can choose to collect their child for the duration of the lunch club to avoid a charge.
- Parents will receive a contract and will be invoiced for additional Nursery sessions.
- Seashells Nursery will give its assurance to parents purchasing additional hours that we will up hold these contracts and ensure provision for the duration of the academic year.
- Payment for additional sessions must be made termly in advance and may be made by cash, cheque, online payment into the school account or by using childcare vouchers.
- All sessions will need to be paid for to cover costs even if your child does not attend due to illness or any other reason.
- One term's notice is required if parents wish to change or withdraw provision.
- If parents no longer wish to access additional childcare Seashells Nursery cannot guarantee that additional sessions will be available at a later date should parents wish to resume them.

See table below for session times and prices. NB free entitlement will not incur any cost.

|   | Drop off time | Collection time                               |
|---|---------------|---|
| <b>Morning session – 3 hours – Free Early Education</b><br>(to buy in addition to free 15 hours - £15.00)   | 8.30am        | 11.30am                                       |
| <b>Lunchtime Club – 45mins – fees apply</b><br>(to buy in addition to free 15 hours – £4.00 – lunch not included – parent provide a packed lunch / hot school dinner available additional cost £2.20) | 11.30am       | 12.15 pm                                      |
| <b>Afternoon session - 3 hours - Free Early Education</b><br>(to buy in addition to free 15 hours - £15.00)   | 12.15pm       | 3.15pm  |
| <b>30 hours free offer</b><br>8.30 – 3.15pm Monday to Thursday<br>8.30 – 11.30am Friday   | 8.30am        | 3.15pm (Monday –Thursday)<br>11.30am (Friday) |

- If you are experiencing financial hardship please speak in confidence to the Senior Leadership Team so that alternative payment arrangements can be made.
- If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's fee paying place to avoid further debt and if necessary take legal action to recover the amount owed. Your child's free early education entitlement (universal / extended offer) will continue.
- Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

**PLEASE NOTE: Admissions to Seashells Nursery does NOT guarantee admission to Herne Bay Infant School.**