



Nottingham Nursery School & Training Centre

Admissions Policy

September 2024

Admissions Overview

Our school is committed to providing a fair and open admissions system. As an OFSTED registered school and provider of childcare, we both encourage and actively support eligible families in claiming and taking up benefits.

We are a popular school and maintain our own waiting list for places. There is no defined catchment area, although provision of places for children living within the Nottingham City boundary will be prioritised over those living outside of the City.

We manage our own admissions and our aim is to offer places to as many children as possible, whilst ensuring that we maximise our capacity. This enables us to maintain the sustainability of the school and to have an impact on as many children in the community as possible. Children will be offered a place in order of their expression of interest with the exception of children subject to Social Care or other external agency requests, who will be dealt with on a case by case basis.

Admissions Process

When a prospective family contacts the school to enquire about a place for their child, they will be asked to put their child's name on the waiting list (see Appendix 1 –). It is the responsibility of the families to ensure the waiting list has their correct details.

The school will advise families how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the school.

Children's details will be kept on the waiting list until:

- we are able to offer them a place in school; or
- the family ask us to remove their details; or
- the child reaches statutory school age

When a place becomes available, families will be sent an application pack, offering them a place and inviting them to come to a welcome meeting at the school. This will consist of:

- a brief meeting with the class teacher to talk about their child
- a tour of the setting including indoors and outdoors
- an opportunity for support with filling the forms in (if required) and all forms and documentation will be checked.

Parents and Carers will be expected to sign a contract with the school when they accept a place (See Appendix 2 – Universal Entitlement Contract; and Appendix 3 Provision Contract).

All children will be offered pre-entry visits to their class which will give staff an opportunity to see how the child settles in with the parents still on the premises.

Co-parenting arrangements

Co-parenting arrangements should be communicated to nursery upon admission.

Where the child resides at more than one address, this should be clearly indicated on the admission form.

In order for us to communicate important information to all parents, we will require the name, telephone number, home address and email address for all parents.

The expectation for co-parenting families is for co-parents to communicate with each other regarding decisions about the child. Nursery is under no obligation to facilitate this communication.

If a place is offered and no response is received within a specified amount of time, the place will be offered to another child. If the family subsequently make contact, the child will be re-entered onto the waiting list with the new date of contact as the date of enquiry. This will mean that unfortunately they will return to the bottom of the list.

In the event that we are not able to offer all children a place, we will continue to maintain the waiting list throughout the school year as sometimes places become available e.g. when a child leaves. We will then offer places to the children who have been waiting the longest.

Funded places for 2-year olds

We are currently able to offer part-time places to 2-year-old children, whose families meet the eligibility criteria. To be eligible for this at least one parent needs to be in receipt of qualifying benefits, such as Income Support, Child Tax Credits, Working Tax Credits, Asylum Support, etc.

Applications for eligible working parents of 2 – Years – old to receive 15 hours free childcare are open from April 2024.

Full details of eligibility are available at Reception. Parents need to apply for the 2-year-old funding via asklion.co.uk for Nottingham city residents, or through their own home council.

Funding for 2-year-old children starts the term after the child turns 2 and ends at the end of the term in which they turn 3. Children will not be able to start Nursery until the eligibility is confirmed and funding begins. Children who attend our 2-year-old provision will be automatically transferred into the 3 and 4-year-old provision, so parents will not need to reapply for a place.

You will be contacted before the start of each term if places are available. The child's eligibility will be checked at this stage, before arrangements are made for admissions. If the child is not eligible for a funded place, they will remain on the waiting list until they turn 3. If the child is eligible and a place is available, admission arrangements will be made so that the child can start at the beginning of the following term.

Funded places for 3- and 4-year olds

We are currently able to offer a both 15 hours per week and 30 hours per week-maintained places to 3 and 4-year-old children (see below for further details). The places are dependent families meeting on Government-set eligibility criteria.

Funding for 3 and 4-year-old children starts the term after the child turns 3. Children will not be able to start Nursery until the eligibility is confirmed and funding begins.

For 30 hours, once parents have checked their eligibility, they will need to provide us with an 11-digit code, which will need to be verified before a place will be issued

You will be contacted before the start of each term if places are available. The child's eligibility will be checked at this stage. Arrangements will be made for admission into school and the child will be able to start at the beginning of the following term.

All funded places

Standard sessions times are 08:45-11:45 OR 12:30-15:30 Monday to Friday. (15 hours per week, 3 hours per day). Or 08:45 – 14:45 (30 hours per week, 6 hours per day). Where parents require different hours to enable them to work, for example, this can be arranged if spaces are available.

Private Day-care 2- to 4-year-olds (48 weeks a year)

We are also able to offer private day-care for families who do not meet the eligibility criteria for maintained provision or who require wraparound care. Children will be offered a place in order of their expression of interest. Wraparound care is available in a choice of full-time or part-time packages as follows:

- **Full day childcare with wrap around***

08:00 – 18:00 (10 hours child care*, including breakfast, lunch and tea)

£67.75 per day, £338.75 per week

- **School day session**

08:45 – 14:45 (6 hours childcare, including lunch)

£39.45 per day, £197.25 per week

- **Half day session (morning or afternoon)**

08:45 – 11:45 for mornings or 12:30 – 15:30 for afternoon (3 hours child care)

£18.60 per day, £93 per week

Government funded hours options

- **Full day childcare with wrap around* with 15 funded hours**

08:00 – 18:00 (10 hours child care*, including breakfast, lunch and tea)

£49.15 per day £245.75 per week

- **Full day childcare with wrap around* with 30 funded hours**

08:00 – 18:00 – (10 hours child care*, including breakfast, lunch and tea)

£30.75 per day £153.75 per week

- **Full day session with 15 funded hours**

08:45 – 14:45 (6 hours childcare, including lunch)

£21.05 per day £105.25 per week

- **Full day session with 30 funded hours**

08:45 – 14:45 (6 hours childcare, including lunch)

£12.25 per week

*additional 15 mins early start available on request, additional £1.55 charge

There is a minimum requirement of 2 full day sessions or 4 part time sessions.

If you are eligible for 15 or 30 hours funding, this can be used towards or for these sessions.

Paid provision for ad hoc or additional hours outside of the above may be offered at the Headteachers discretion. This will not set a precedent for future families.

Paid provision and wraparound care will be available all year round, except 2 weeks at Christmas, individual INSET days and public holidays. Parents will be notified on admission of the planned closure dates for the forthcoming year.

Allocation of places

Overview

We are frequently oversubscribed and each year, we analyse the waiting list in order to determine what will be the most effective class organisation, bearing in mind our overall aims. For the academic year 2023-24, we will be able to offer the following places:

	Maintained 2-year-olds	Maintained 3- and 4-year olds
No of places	40 part time places	Up to 53 FTE* places
Funding criteria	Maintained funding available for 15 hours per week (subject to eligibility)	Maintained funding available for 15 or 30 hours per week (subject to eligibility)
Place allocation	From the start of the term after the child turns 2 (subject to availability)	From the start of the term after the child turns 3 (subject to availability)

*FTE – Full Time Equivalent places (e.g. 53 FTE or 106 part-time)

Funded places

Childs birthday	When children will be eligible to start
1 st January – 31 st March	beginning of term on or after 1 st April
1 st April – 31 st August	beginning of term on or after 1 st September
1 st September – 31 st December	beginning of term on or after 1 st January

Appendix 1 – Enquiry Form



Nottingham Nursery School Enquiry Form

Today's Date:		Child's name:	
Child's gender:	Male / Female	Child's date of birth:	
Parent / Carer name:			
Relationship to child:			
Phone number:			
Home address:			
Email address:			

Indication of interest (please tick)		
A. Full day session 8.45 – 2.45		Includes lunch
B. Half day session 8.45 – 12.30		Includes lunch (paid for)
C. Half day session 12.45 – 3:30		Includes lunch (paid for)
D. Half day AM session 8.45- 11.45	x	
E. Half day PM session 12:30 – 3:30	x	

	Preferred Session (please tick)				
	Mon	Tue	Wed	Thurs	Fri
AM					
PM					

Funding		
Age of child	Information	Eligible for funding (please circle)
2 year old child	2 year olds may be eligible for funding (please ask for details)	Yes / no / unsure
3/4 year old child	3/4 year olds receive 15 hours funding and may be eligible for additional hours (please ask for details)	Yes / no / unsure
3/4 year old child	3/4 year olds receive 30 hours funding	Yes / no / unsure

By completing this form, I consent to mine and my child's details being stored for the purpose of applying for a nursery place. I understand I can withdraw this consent at any time and my child will be removed from the waiting list.

Signed: _____ Date: _____

Office use only	E2	N1	N2
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Thank you for your enquiry. We will contact you as soon as a place is available. Please notify us if your details change or if you no longer require a nursery place. Phone: (0115) 9159090 or email: admin@nurseryschool.nottingham.sch.uk Your details will be stored securely and only used for the purpose of applying for a nursery place. You can withdraw your consent at any time and your child will be removed from the waiting list. If your child is not offered a place, your details will be securely destroyed when your child reaches statutory school age.

Appendix 2 – Universal Entitlement Contract



Parent & Provider Agreement for Early Years Entitlement Hours for

Eligible Children

The information requested is mandatory except for Section 4 and 5. Both the Parental and Provider declarations must be completed.

This agreement sets out the arrangement made by the parent/carer and the provider for accessing/providing the early years entitlement hours for eligible children. [Providers adapting this template must ensure that they collect all the mandatory information requested.]

The information provided will also be used by the Provider to claim funding and if applicable the Early Years Pupil Premium (EYPP) and Disability Access Funding for eligible children. The Local Authority may request a copy of this form to support the funding claim and as part of the compliance function they perform to check that the funding is being claimed appropriately.

Please note that section 1 does not need to be completed if you have already completed the Parent Declaration Form for the working parent entitlement, please attach this form

Provider Name	Date
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Section 1: Child's Details

Child's Legal Family Name/Surname	Child's Legal Forename	
Name by which child is known if different	Child's Date of Birth	
Male / Female	Ethnicity	First Language
Full Address	Documentary proof of Date of Birth & Eligibility (e.g. Birth Certificate/passport)	
Post Code	Evidence seen (provider to initial)	
Telephone		

Section 2: Eligibility Proof (to be completed if claiming 2 year old disadvantaged funding or attach Declaration Form for Checking Working Parent Eligibility)

2 Year Old Eligibility Reference No (ensure full letter/email has been seen):	
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If you have stated **yes** to the above, you may qualify for EYPP. Please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility: Please provide

Parent/Carer – relationship to child : MOTHER / FATHER / CARER (please circle)	
Parent Forename	
Parent Surname	
Date of Birth	DD MM YY
National Insurance or National Asylum Support Service number.	

Section 5: Disability Access Fund

If your child is accessing early years entitlement hours and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £910 per eligible child.

Is your child in receipt of Disability Living Allowance (DLA)?	Yes	No
If your child is splitting their early years entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF:	Setting Name	

Section 6: Parent Declaration

Declaration: I (name) of (address) confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s) to claim early years entitlements funding as agreed above on behalf of my child.

- I understand that my child's early years entitlement hours will be delivered without charge and that the early years entitlement hours will be claimed on my behalf by the provider from the Local Authority.
- I have received detailed information about the additional services and understand I may incur a cost any additional hours/services over and above the early years entitlement hours that my child receives (e.g. meals, activities outings/trips).
- I understand that my child's attendance should be regular. I will inform the provider if my child does not attend (e.g. due to sickness, dentist/doctor appointment). I am aware if I do not ring or contact the provider and my attendance is below 85% then my early years entitlements place may be affected.
- I agree to the Local Authority using this information to enable my child's Early Year's Provider to claim the funding my child is entitled to in the current and future academic years for the purposes of Early Years Pupil Premium. The Local Authority may also use this information to check my child's entitlement for School Age Pupil Premium during

Section 3: Setting and Attendance Details

- You need to agree and complete this form with each setting your child attends for their early years entitlement in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will distribute the funding appropriately between the settings.
- You can claim less than the full entitlement hours available if you wish.
- Early years entitlement hours are funded for the equivalent of 38 weeks of the year (i.e. max funding of 570 hours per year for 15 hours universal per week or max of 1,140 hours per year for 30 hours per week) at no cost to the parent.
- A maximum of 10 hours can be claimed in any 1 day.

My Child is attending the following settings:

Setting Name	Total Early Years Entitlement Hours Per Day							Total Number of hours per Week	Number of Weeks Per year
	Su	M	T	W	T	F	Sa		
1.									
2.									
3									
TOTAL									

Working Parents accessing 30 hours only: Where a child is attending more than one setting, please specify which setting(s) you wish to receive your universal 15 hours entitlement should you become ineligible for the 30 hour entitlement.

Setting Name(s)	
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Section 4: Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information, please speak to your childcare provider.

The information you provide in this section of the form is voluntary and will only be used to determine eligibility for EYPP.

The information provided will not affect any benefits you may be entitled to.

Parent / Carer Details

Do you have parent/carer responsibility for the child stated overleaf?	Yes	No
Is your family income under £16,190 per year?	Yes	No

the academic years when my child is in school. I confirm that I have read and understood the following Privacy Notices regarding early years entitlements & School Readiness.

- I confirm that the above information has been explained to me; that public funds must be protected and that the information provided may be used to prevent and detect fraud. I understand that it might be necessary to share this information with other organisations and local authorities that handle public funds. I understand that any false or incorrect information could lead to my early years entitlements place being withdrawn.

Parent/Carer's Declaration	
Name (please print)	
Signed	Date

In collecting your data for the purposes of checking your eligibility for the early years entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) Nottingham City Council is exercising the function of a government department.

Nottingham City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024, 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024, assuming they are accessing early years entitlement provision.

Section 7: Provider Declaration

- I will be providing the early years entitlement hours in line with Nottingham City Council's Provider Agreement. The early years entitlement hours are provided with no additional costs other than the optional additional services that have been agreed with the parent.
- I confirm I have seen evidence to support the child's funding claim and confirm that they are eligible to claim early years entitlement hours.
- I understand that any incorrect information or incomplete validation of hours could lead to the funding for the early years entitlement hours being withdrawn.
- I will make available any information that the Local Authority requires to support this funding claim e.g. attendance register, copy of parental invoices.
- I will make available a copy of this Agreement available to the Local Authority or parent upon request

Provider's Declaration	
Name and Position (Please print)	
Signed	Date

Privacy Notice – Early Years Funding – Nottingham City Council

Who is the Data Controller?

Personal information (personal data) will be processed by Nottingham City Council (NCC) for the purposes of Early Years Funding and Provision, either provided directly by you, or by the Early Years Provider. The Data Controller for the personal data that is processed by NCC for these purposes is NCC.

Why do we process personal data?

We will only process personal data when it is necessary and where we have a lawful reason to do so. Personal Data used in relation to Early Years funding will be used to allocate your child a place; to administer contracts between NCC and providers; dealing with complaints, non-compliance and safeguarding issues; working with OFSTED and other public bodies; and delivering training with providers.

What personal data will the Council process?

If you are a parent or a child, we will process: your name (and person with parental responsibility); address and contact details; date of birth; gender; financial information; details of childcare provision and national insurance number.

If you are a provider, we will process: your name; address and contact details.

We will also process 'special categories of information' about you when necessary, this includes information relating to your race or ethnicity; religious beliefs; and physical and mental health.

What is the legal basis for using your information?

The lawful basis for processing your information for these purposes is because it is necessary for the performance of a public task; because it is necessary for compliance with a legal obligation to which NCC is subject; or because it is necessary for compliance with a contract to which the council is subject.

When we process 'special categories of personal data' we do so under the condition that it is necessary for reasons of substantial public interest.

Sometimes, we may also process information relating to criminal offences, we will do so because it is necessary for statutory reasons of substantial public interest for the prevention and detection of crime, the prevention of fraud, or for safeguarding children and other individuals at risk.

Who will NCC share my personal information with?

NCC will only share you information within the Council and with others when it is necessary and lawful to do so. We may also share it when we are obliged by law to do so.

To provide these services, the Council may share you information with: the childcare provider; Nottinghamshire County Council, Capita; East Midlands Shared Services (EMSS); Department of Work and Pensions (DWP); Department of Education (DfE); and the Office for Standards in Education, Children's Services and Skills (OFSTED).

Do I have to provide the information?

No, you are not obliged by statute to provide the information. However if we were not able to process the information, we would not be able to provide these services.

How long will NCC keep the data for?

NCC will process the data for 6 years from the end of the provision or contract

What are my information rights?

You have the following rights under data protection legislation, the right to request:

1. A copy of your information;
2. That your information is corrected;
3. That your information is deleted (right to be forgotten);
4. That we restrict the processing of your information;
5. The portability of your data to another provider;
6. To object to processing your personal data; and
7. Rights relating to automated decision making including profiling.

Not all of these rights are applicable due to the lawful basis for processing the data. NCC can restrict these rights in certain circumstances. This mainly relates to the prevention of crime, prejudicing investigations and protecting others.

How can I find out more?

You can contact NCC's Data Protection Officer, Naomi Matthews to find out more, to exercise your rights or to complain about how your personal data has been handled. The contact details are:

Information Compliance Team, Loxley House, Station Street, Nottingham, NG2 3NG
or by email : data.protectionofficer@nottinghamcity.gov.uk

A longer version of this notice is available on our website
https://www.nottinghamcity.gov.uk/media/iv5l3esl/pn-0194_earlyyears_funding_v20.pdf

If you need a physical or paper copy of this, please contact us.

The Information Commissioner's Office (ICO)

The ICO website has guidance on data privacy and data protection – www.ico.org.uk. You also have the right to complain to the ICO if you think NCC have processed your information incorrectly. You can contact them at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 9AF, or by phone 0303 123 1113.

Appendix 3 – Provision Contract



Nottingham Nursery School & Training Centre

Denman St West, Nottingham NG7 3AB

0115 915 9090 admin@nurseryschool.nottingham.sch.uk

Childcare contract

Name of a child:

Scheduling

- Below is your agreed weekly timetable. If you need to change your schedule, you must complete a "Change of care" form four weeks prior to change. Your request will be considered in line with statutory requirements for staffing ratios and capacity.

Add times	Monday	Tuesday	Wed nesday	Thursday	Friday
Start					
Finish					
Cost per day	£	£	£	£	£
				Weekly cost	£
			-funded hours		-£
				Total to pay	£

Attendance

- Your contract applies to term time only (see attached calendar). If you require care in the school holiday, this is booked separately on a holiday club booking form
- We are closed on public holidays, INSET days (to be confirmed each academic year) and for two weeks at Christmas
- If the nursery has to close due to circumstance that are outside of our control (including but not limited to 'acts of God', epidemics/pandemic, acts of terrorism, extreme weather, failure of utilities, industrial action, improper staff to child ratios) we are not required to provide alternative childcare facilities.
- If you child will be absent, you need to let us know as soon as possible
 - On the day – if your child is ill, please call as early as possible to let us know. You will still be charged for missed sessions (You must not allow your child to attend nursery if they are suffering from a contagious illness)
 - In advance – if you want to take time off for a holiday – fill in a holiday form at least four weeks in advance and we will not charge you for those sessions.
 - Medical – if your child has medical appointments, please speak to the office as far in advance as possible
- We provide childcare between 8.00am and 6.00pm Monday to Friday.

Payment information

- You will be charged for your child's standard sessions monthly in advance
- Invoices should be paid within 30 days, if an agreement cannot be reached, we may take legal action to recover any money owed
- You can pay by bank transfer, tax free childcare, child care vouchers or a combination. Cash is accepted if necessary
- Details on childcare schemes are included in you admission pack. It is your responsibility to check your entitlement and apply if necessary

- We will review our fees annually 1st April each year. Any changes will be notified to you two months in advance

Nursery Information. Please help us by:

- Being on time to collect your child
 - A late collection fee of £5 per fifteen minutes will be charged
- Letting us know if someone other than yourself will be collecting your child
 - The person must be over 16
- Immediately informing us if you are unable to collect your child on time
 - Our 'Uncollected Children Policy' is available on our website
- Adhering to the following rules on school grounds:
 - No dogs (except assistance dogs)
 - No smoking or vaping
 - No parking – Please do not park your car in the school car park
 - Verbal or physical abuse of staff, parents or children will not be tolerated
 - Failure to comply with the premises rules may lead to bam from the premise and/or your child care contract being terminated

Complains

- If you have any concerns regarding the services we provide, please discuss these with your child's nursery key worker in the first instance
- There is a full complains procedure available to you on the school website

Termination

- You may terminate your child's place at the nursery for any reason by giving us at least four weeks notice in writing. Fees remain payable during the notice period
- We may immediately terminate your child's place at the nursery, and not refund to you the balance of any fees paid, if one of the following conditions is met:
 - You fail to pay fees within 30 days from the invoice date
 - You display inappropriate, abusive or threatening behaviour towards staff
 - You are persistently late in collecting your child

Our full policies are available online nottinghamnurseryschool.com/key-information/school-policies/

By signing below, you indicate that you have a read and agree to adhere to this contract

Signed: Please print name:

Acceptance signatures (Parents or Guardians)

Date:

Member of staff to sign below

Signed: Please print name:

Date: