

**New Marske Primary School Nurseries Admissions & Payments Policy**

**2019/20**

This policy aims to ensure best practice for admission into New Marske Primary School Nurseries. New Marske Primary School nurseries include Blossom Tree Nursery and our main school Nursery. To enable a maximum number of children to access their free early learning place, through the delivery of flexible options, supporting parents to access employment or training, New Marske Primary School nurseries admit children aged 2-4 years old including those in receipt of Free Early Education Funding (FEEF).

**Equal Opportunities and Inclusion**

At New Marske Primary School we ensure that children are admitted to either of our nursery provisions in a fair and consistent manner and in accordance with the published policy and procedure.

Subject to the availability of spaces, all children regardless of race, gender, religious belief or affiliation, intellectual or physical ability, sexual orientation, social or cultural background, will have equal access to places at New Marske Primary School Nurseries.

New Marske Primary School nurseries implements equality and inclusion policies relating to the following key legislation:

* Race Relations Act (1976)
* Race Relations Amendment Act (2000)
* Disability Discrimination Act (1995, updated 2005)
* Disability and Equality Act (2010)
* Sex Discrimination Act (1975)
* Human Rights Act (1998)
* Schools Standards and Framework Act (1998)
* Children Act (2004)
* Childcare Act (2006)

Where oversubscription occurs, places will be allocated in accordance with the oversubscription criteria detailed for each setting further in this document.

**Early Years Foundation Stage**

New Marske Primary School nurseries work within the revised Early Years Foundation Stage (EYFS) 2017. The EYFS provides a quality framework for the integration of care and education for children from birth to the 31st August following their fifth birthday.

When a child is admitted to New Marske Primary School nurseries who previously attended another early years setting, we will ask for documentation of the child’s progress within the EYFS from the previous provider or parent/legal guardian.

If one of New Marske Primary School nurseries is the child’s first provider, an initial assessment will be carried out by gathering information from the parent/legal guardian. New Marske Primary School nurseries will work in partnership with other settings the child attends to identify and support their individual play, care and learning needs. Partnership working will also aid the identification of specific needs at an early stage.

**Places for 2 year olds**

Children aged 2 may be considered for admission into our Blossom Tree Nursery. Within Blossom Tree Nursery we accept children whose parents pay privately as well as 2 year old children who are in receipt of FEEF. Prices for privately paying parents or for additional hours outside of their free entitlement are outlined further in this document (see appendix 1.)

Some 2 year old children may be entitled to a free childcare place for up to 15 hours per week. Non-working parents on certain benefits as well as those claiming working tax credits in low income jobs may be eligible. Parents do not have to take the full 15 hours, children can receive this funding from the term after their 2nd birthday until the start of the term after their 3rd birthday. Places are subject to availability and where oversubscription occurs, subject to the criteria outlined further in this document.   
  
To receive free 2 year old 15 hour funded childcare parents must meet some or all of the following criteria:

* Receive Income Support
* Receive Employment & Support Allowance income related
* Receive Income Based Job Seekers Allowance
* Receive Guaranteed Element of State Pension Credit
* Receive Support under Part VI of the Immigration and Asylum Act 1999
* Receive Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income of less than £16,190
* Receive Working Tax Credit and earn no more than £16,190 a year
* Child has a current statement of Special Educational Needs (SEN) or an Education, Health, Care Plan (EHC)
* Child gets Disability Living Allowance in their own right
* Child has left care through a Special Guardianship Order, Adoption or Residence Order
* Child is in the care of the Local Authority e.g. Foster Care

Parents can check what childcare they may be entitled to by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk) and searching for 'free childcare for 2 year old's.' Parents may also discuss their options with a member of Nursery staff.

To apply for a space within Blossom Tree Nursery for a 2 year old child, parents should complete the application form (appendix 2). Any parents who wish to apply for free two year old childcare must complete an application form (appendix 3) to be sent to Family Information Services to be processed. A child's space will be booked subject to availability and all the correct forms being completed and processed.

**Blossom Tree Nursery**

Blossom Tree Nursery has a maximum of 16 spaces for two year olds and 16 extra hour spaces for 3-4 year olds. Opening hours are from 8.30am-3.30pm. Blossom Tree Nursery's sessions run as follows:

* Morning sessions 8.30am-11.30am
* Lunch session 11.30am-12.30pm
* Afternoon session 12.30pm-3.30pm

Blossom Tree Nursery operates a flexible start and finish whereby parents can bring their child in from 8-30-8.45am for the morning session and pick up between 11.15-11.30am. For the afternoon sessions parents can drop off their child between 12.30-12.45pm and pick up from 3.15-3.30pm.

Children in receipt of Free Early Education Funding (FEEF) have 4 options from which they can take up their 15 hours. This covers two year old children and 3-4 year old children who are not able to take their universal entitlement within main school nursery. The options are as follows:

* Monday – Friday 8.30am-11.30am
* Monday – Friday 12.30pm- 3.30pm
* Monday & Tuesday 8.30am-3.30pm, Wednesday 8.30am-11.30am
* Wednesday 12.30pm-3.30pm, Thursday & Friday 8.30am-3.30pm

Prices for privately paying parents or for additional hours outside of their free entitlement are outlined further in this document (see appendix 1.)

Where Blossom Tree Nursery is oversubscribed for a two year old place, applications for entry will be ranked according to the following criteria:

1. Children in receipt of 2 year old free early education funding.
2. Children who are in public care (looked after children) who:
   * Are looked after at the time an application for a Nursery place is made or will be looked after at the time the child is admitted to Nursery.
   * Previously looked after children who left care under a residence or special guardianship order or were adopted from care under the 2002 Act.
3. Date of birth – children who will turn 3 years old between 1st September 2019 and 31st August 2020 will be given priority due to them only having one year left to attend Blossom Tree nursery before their transition to main school nursery.
4. Children who are permanently residing within the admission zone defined for New Marske Primary School.[[1]](#footnote-1)
5. Children not living in the admission zone for New Marske Primary School who have elder siblings attending main school currently.
6. Children not living within the admission zone of New Marske Primary School who have exceptional social and/or medical reasons for attending Blossom Tree Nursery, professionally supported by an independent third party and sustained by appropriate professional advisors to New Marske Primary School[[2]](#footnote-2)
7. Children living closest to the school.

Where Blossom Tree Nursery is oversubscribed for a three/four year old place, applications for entry will be ranked according to the following criteria:

1. Children who are in public care (looked after children) not yet taking their Universal entitlement who:
   * Are looked after at the time an application for a Nursery place is made or will be looked after at the time the child is admitted to Nursery.
   * Previously looked after children who left care under a residence or special guardianship order or were adopted from care under the 2002 Act. Children who are looked after by the local authority who are not yet taking up their Universal 15 hours Nursery entitlement.
2. Children in receipt of 3 year old extra entitlement funding.
3. Date of birth – children who will turn 4 years old between 1st September 2019 and 31st August 2020 will be given priority due to them only having one year left to attend nursery before their transition to main school.
4. Children who are permanently residing within the admission zone defined for New Marske Primary School.[[3]](#footnote-3)
5. Children not living in the admission zone for New Marske Primary School who have elder siblings attending main school currently.
6. Children not living within the admission zone of New Marske Primary School who have exceptional social and/or medical reasons for attending Blossom Tree Nursery, professionally supported by an independent third party and sustained by appropriate professional advisors to New Marske Primary School[[4]](#footnote-4)
7. Children living closest to the school.

It should be noted that attendance at Blossom Tree Nursery is not a guarantee that a place will be given within main school Nursery or New Marske Primary School.

**One-to-one hours**

Within Blossom Tree Nursery there are up to 60 hours[[5]](#footnote-5) of one-to-one support for children in receipt of this funding that we can offer. There can only be a maximum of two one-to-one workers within any one session.

We will consider exceptional individual applications, particularly in cases involving medical or social needs where it is professionally supported by an independent third party and sustained by appropriate professional advisors to New Marske Primary School. Where children have been granted one-to-one support due to their special educational and/or medical need, places will be considered firstly based on availability of one-to-one hours and the implications outlined[[6]](#footnote-6) before following the oversubscription criteria for Blossom Tree Nursery.

Where oversubscription for these hours occurs and/or changes to the number of one-to-one supported hours we can provide are made, reviews of the current impact one-to-one support is having upon; children's development, and the Nursery both financial and day-to-day running will be considered. If it is deemed that some or all one-to-one supported hours are no longer available, parents will be informed 4 weeks[[7]](#footnote-7) before the start of the next term.

**Universal FEEF Places for 3 and 4 year olds**

Children aged 3 or 4 may be considered for admission into our main school Nursery or within Blossom Tree Nursery dependent upon the availability of spaces and the school admission year they will be in. All 3-4 year old children will be able to receive their universal free 15 hours childcare with a provider and may start claiming this dependent upon their child's birthday.

|  |  |
| --- | --- |
| Child’s birthday | When you can claim |
| 1 January to 31 March | The beginning of term on or after 1 April |
| 1 April to 31 August | The beginning of term on or after 1 September |
| 1 September to 31 December | The beginning of term on or after 1 January |

Children aged 3-4 years receiving their universal 15 hours childcare must take these within main school nursery unless there are no spaces available. If a child has a specific medical or special educational need that would mean main school nursery was inappropriate for their needs, they may take their universal 15 hours free childcare within Blossom Tree Nursery subject to the admission criteria and availability of space – this will be reviewed every term to assess if they could then move up to main school nursery.

Children may be considered for admission to main school nursery during the term they reach the age of three. Any such offers will be considered dependent upon availability and if they are yet to attend a nursery provision. Children moving from Blossom Tree Nursery to main school nursery will be given an appropriate transitional period and start main school nursery at the beginning of term after they turn 3.

Main school nursery will not admit any new children after the Summer half term due to a transitional period for the current children and many end of year planned activities that may be unsettling for a new pupil.

**Main school nursery**

Main school nursery has a maximum of 52 spaces and offers these over two options for 3-4 year old children in receipt of their universal 15 hours free childcare:

* Monday – Friday 8.45am-11.45am
* Monday – Friday 12.15pm-3.15pm

Main school nursery operates a flexible start and finish whereby parents can bring this child in from 8.45-9am for the morning session and pick up between 11.30-11.45am. For the afternoon sessions parents can drop off their child between 12.15-12.30pm and pick up from 3-3.15pm.

Where main school nursery is oversubscribed for a universal 3-4 year old place, applications for entry will be ranked according to the following criteria:

1. Date of birth – children who will turn 4 years old between 1st September 2019 and 31st August 2020 will be given priority due to them only having one year left to attend nursery before their transition to Reception.
2. Children who are in public care (looked after children) not yet taking their Universal entitlement who:
   * Are looked after at the time an application for a Nursery place is made or will be looked after at the time the child is admitted to Nursery.
   * Previously looked after children who left care under a residence or special guardianship order or were adopted from care under the 2002 Act.
3. Children who are permanently residing within the admission zone defined for New Marske Primary School.[[8]](#footnote-8)
4. Children not living in the admission zone for New Marske Primary School who have elder siblings attending the New Marske Primary school currently.
5. Children not living within the admission zone of New Marske Primary School who have exceptional social and/or medical reasons for attending New Marske main school nursery, professionally supported by an independent third party and sustained by appropriate professional advisors to New Marske Primary School.[[9]](#footnote-9)
6. Children living closest to the school.

To apply for a space within main school nursery for a 3-4 year old child, parents should complete the application form (appendix 2).

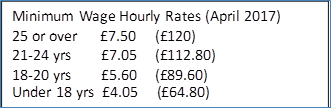
Children whose application are already on our waiting list will be contacted by a staff member to arrange a home visit to discuss a visit and start date. Where a place is available, children already in attendance at Blossom Tree Nursery will complete a transitional period before moving up to main school nursery.

**30 Hours Free Early Education Funded Places for 3 and 4 year olds**

Children aged 3 or 4 may be considered for admission into our Blossom Tree Nursery to access their additional FEEF 15 hours. Universal hours must be taken within main school nursery unless there is no availability or under exceptional circumstances[[10]](#footnote-10). Prices for privately paying parents or for additional hours outside of their free entitlement are outlined further in this document (see appendix 1)

Some 3 or 4 year old children may be entitled to additional free childcare hours for up to 15 more hours per week. Families in Redcar & Cleveland who meet the eligibility criteria will be entitled to an additional 15 hours above the current universal 15 hours for 3 to 4 year olds.   
Parents do not have to take the full 30 hours, children can receive this funding from the term after their 3rd birthday until they end their N2 year subject to their eligibility.   
Places are subject to availability and dependent upon all relevant documentation being presented and verified. Where oversubscription occurs places will be allocated subject to the criteria outlined previously in this document.   
  
To receive additional hours funded childcare, parents[[11]](#footnote-11) must meet some or all of the following national eligibility criteria:

* If a two parent household; both parents must earn equivalent of 16 hours at minimum wage. Earning cap of £100,000 per individual.
* If lone parent household parent must earn equivalent of 16 hours at minimum wage. Earning cap of £100,000 per individual.



* If one parent is employed; and the other has substantial caring responsibilities or is disabled or incapacitated (based on specific benefits)
* If one parent is temporarily on parental, maternity adoption leave or on statuary sick pay.

Parents can check what childcare they may be entitled to by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk) and searching for '30 hours free childcare'. Parents may also discuss their options with a member of Nursery staff.

To apply for a space within Blossom Tree Nursery for a 3 or 4 year old child, parents should complete the application form (appendix 2). Any parents who wish to apply for additional 15 hours childcare must complete an application via [https://childcare-support.tax.service.gov.uk/](https://childcare-support.tax.service.gov.uk/par/app/applynow) and click option 4. At the end of this application if a parent receives a 30 hours eligibility code, they must add this to their child's application (see appendix 2). Eligibility information will be sent to Family Information Services to be processed. A child's space will be booked subject to availability and all the correct forms being completed, processed and successful.

It is the responsibility of the Parents to check their eligibility for the extra entitlement with HMRC every 3 months and to notify the Nursery with any updates or changes.

**Application Procedure**

The admissions policy and application form will be distributed to parents/carers, on request. Application forms from parents/carers should be submitted to New Marske Primary School office by the application deadline. Completed applications will only be considered if they have been completed and the relevant documentation submitted.

It should be noted that an application for New Marske Nurseries is not a relevant application for New Marske Primary School. Applications for New Marske Primary School (Age 5-11) should be made through Redcar and Cleveland People Services. Please see [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions) for further details.

**Closing Date**

Applications for academic year 2019-2020 (see appendix 2) must be made by 5th April 2019. Any applications made after this date will be treated as a late application for the waiting list and may not be considered until after 1st September.

Applications received after 1st September 2019 for admission to our Nurseries will be treated as an in year admission. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each Nursery.

In year applications will be considered within two weeks of them being made if the child is already of the appropriate age for the chosen setting. If a child is not yet of age for the setting applied for the application form will be added to our waiting list; parents will be informed if a space becomes available or within two weeks before their child reaches the appropriate age for that setting.

Main school nursery will not admit any new children after the Summer half term due to a transitional period for the current children and many end of year planned activities that may be unsettling for a new pupil.

**Waiting List**

Where any of New Marske Primary School Nurseries are oversubscribed, early applications are made or an in year application is submitted, the Early Phase Leader will maintain a waiting list. If a space becomes available we will consider applications on the waiting list. All applicants on the waiting list will be placed according to the admissions criteria and priorities set out previously in this document. The length of time a child has been on the waiting list cannot be taken into account if places become available. If an application is received late, this child's name may be added to the waiting list using the priority order set out above.

**Additional Hours, Private Hours and Payments**

Any additional hours above a child’s Free Early Education Funding will be treated as private hours and are charged at the rates outlined below. All private hours are to be booked in via the application form and will be subject to availability and oversubscription criteria. A deposit of one week worth of private hours is required to secure the booking. This deposit will be taken from the first bill.

**Price List for Private Hours and School Meals**

|  |  |
| --- | --- |
| **Time period** | **Cost** |
| 1 hour | £5.10 |
| 3 hour session | £15.30 |
| 3 hour session and lunch hour | £20.40 |
| Full day – 7 hours | 35.70 |
| School meal price | £2.15 |

All fees are due a half term in advance. Invoices will be sent out twice per term via ParentMail and should be paid by 1 week after the invoice date. All fees for a minimum of 4 weeks, should be paid before any hours are taken. Private hours may be paid via ParentMail.

Ad hoc additional hours are at New Marske Primary School’s discretion and must be paid for on the day the hour(s) is/are taken (separate to the usual Nursery fees). These will be invoiced via ParentMail separately to the usual invoice.

**Non-attendance during term time including sickness**

All fees are due during periods of sickness, term time absence and/or family holidays within the term time.

We cannot undertake the care of sick children and follow the guidelines outlined by Public Health England to ensure we minimise the spread of infection. New Marske Primary School reserves the right to take measures in order to reduce contagious diseases spreading to other children or staff.

**Statutory Public holidays/School Holidays and Closures**

Blossom Tree Nursery and New Marske Primary School Nursery will be closed during all statutory public holidays, school holidays and 5 PD Days throughout the year. No fees will be charged during any of these times and when either Nursery is closed due to unforeseen circumstances.

When either Nursery requires, New Marske Primary School reserves the right to alter the session times or provide alternative sessions for your child. If either Nursery is closed or sessions are shortened and an alternative session is offered, fees are still payable.

**Late and Non-payment of Fees**

New Marske Primary School will try to avoid any situation which could lead to a dispute between the Nursery and Parent over late payments or, in extreme cases, non-payment of fees.

Parents/Carers must understand that non-payment of fees may jeopardise the Nursery place.

Late payments generate a large amount of additional administration and so a ‘Late Payment Charge’ of £15 will apply for each week that the payment is overdue. Parents/Carers can avoid this charge by ensuring that Nursery fees are paid by 1 week after the invoice date.

If fees are not paid by 1 week after the invoice date;

* Parents/Carers will be telephoned 2-3 days after the payment is due.
* If there is no response, a reminder letter will be sent asking for immediate payment or to contact the Business Manager if there are financial difficulties.
* If fees are outstanding one week following the initial telephone call/reminder letter, a further letter will be sent out to parents informing them that the extended services provision (private hours) will be withdrawn on a specified date unless payment is made in full by this date. A late payment charge will be applied at this stage. Parents/Carers will be offered the opportunity to meet with the Business Manager or the EYFS Lead to discuss and agree an arrangement for paying the outstanding fees.
* If there is no response by the Parents/Carers by the specified date, New Marske Primary School will be forced to terminate the child’s extended services and possible legal proceedings may follow. This is a most undesirable outcome and New Marske Primary school will endeavor to work with families to reach a mutually acceptable financial agreement.

**Financial Difficulties**

New Marske Primary School Nurseries appreciate that some parents/carers may experience some financial difficulties and would like to work together to minimise the disruption to the child’s care and education. Parents/Carers experiencing financial difficulties should discuss these with the Business Manager or EYFS Lead as early as possible, in order to reach an arrangement regarding payment of fees.

**Late Collection**

New Marske Primary School has a duty of care to it’s pupils to ensure that collection of very young children is made at the agreed time or within normal nursery opening hours. Late collection causes additional cost to the nursery and potentially unnecessary distress to the child.

It is extremely important that each child is collected on time to ensure the safety of pupils and to minimise the impact and disruption to other Nursery sessions.

New Marske Primary School appreciates that on occasions, there may be some circumstances beyond parent/carer control affecting the prompt collection of a child. Parents/Carers should call the Nursery at the earliest opportunity to discuss with the Manager the arrangements for collection. Please note, a late stay fee may still be chargeable.

It is imperative that Parents/Carers ensure the New Marske Primary School Office and Nurseries are aware of any changes to contact information.

**If your child(ren) remains uncollected 5 minutes over the set time;**

Nursery Manager will be made aware of the situation. No late fee will be charged unless this becomes a regular occurrence (3 times).

**If your child(ren) remains uncollected 5-15 minutes over the set time;**

Parents/Carers will be contacted; minutes late will be noted and accumulated. Once 15 minutes late is accrued, a charge of £5.10 will be applied to the next invoice issued.

**If your child(ren) remains uncollected 15 minutes or more over the set time and no contact has been reached to parents;**

Nursery staff will continue to attempt to call the emergency contacts provided. For every session a child remains at Nursery a sessional charge will apply. If there has been no contact by Nursery closing (3.30pm), the child will be brought to New Marske Primary School’s office. If no emergency contact can be reached by 4.30pm, New Marske Primary School will contact Redcar and Cleveland Social Care services.

**Persistent/Unreasonable Lateness**

Where unreasonable or persistent late collection occurs (3 times), a late stay fee of £15 will be applied to the next invoice issued. A meeting will be arranged with the Nursery staff to discuss the child’s sessions. Further lateness may result in additional late stay fees and the possible termination of the Nursery booking.

**Changes to Hours or Cancellation of Nursery Space**

Alterations to a child’s hours or sessions within either of our Nurseries must be discussed with the Nursery Manager a minimum of 1 week before the end of term/half term. Changes to hours within the term may be made at the Nursery Manager’s discretion however, fees may still be charged if there is not sufficient notice given.

Cancellation of a child’s place at the nursery where the majority of the hours are paid for privately, requires 1 calendar month’s notice in writing addressed to the Nursery Manager or emailed to [office@newmarske.rac.sch.uk](mailto:edixon@newmarske.rac.sch.uk)

Cancellation of a child’s place at the nursery where child is in receipt of funding for hours, requires 2 week’s notice given verbally to the Nursery Manager and/or Room leader.

Cancellation of child’s school Nursery or Reception space and child is moving to an alternative school, no notice is required. However, to ensure your child has a calm transition to their new setting and assessments can be completed, we ask for 2 weeks as a courtesy notice.

**School Meals from 1st September 2019**

Children who stay over the lunch session (11.30-12.30) are required to have a lunch. This may be a healthy packed lunch sent in from home or a school meal prepared by the school kitchen staff.

Any parent wishing for their child to have a school meal must pay for these in advance at the beginning of the week (Monday). Meals cost £2.15 each and must be paid separate from Nursery fees to New Marske Primary School office.

Children taking a funded session over the lunch period can bring in their own packed lunch or have a school meal, however, all school meals taken are chargeable.

If you have paid for a school meal and your child is absent, this will be stored in credit for your child’s next school meal.

If you wish for your child to have a school meal, please talk to a member of the Office staff to organise booking and payment.

Any changes to your child’s meal arrangement must be made before the end of a half term in preparation for the next half term.

**Appendix 1**

**Price List for Blossom Tree Nursery**

|  |  |
| --- | --- |
| Time period | Cost |
| 1 hour | £5.10 |
| 3 hour session | £15.30 |
| 3 hour session and lunch hour | £20.40 |
| Full day – 7 hours | 35.70 |
| School meal price | £2.15 |

**Appendix 3**

Online applications for 2 year old Free Early education Funding can be made at- <http://www.peoplesinfonet.org.uk/kb5/redcar/directory/fel_app_landing.page>

**Definitions for the purpose of this policy**

New Marske Primary Schools Nurseries

* Blossom Tree nursery and the school nursery

Maintained Sector provider

* Provider maintained directly by Government funding

Application Deadline

* Date by which applications must be received for initial consideration for a place for the following term

Waiting List

* List of applications maintained by the eligible provider in the event of oversubscription. The waiting list is maintained in order of admission criteria

Autumn Term

* The school term beginning in September and ending in December

Spring Term

* The school term beginning in January and ending at Easter

Summer Term

* The school term beginning in April and ending in July

**Conditions**

* All information given by the parent \ carer must be regarded as confidential, but must be made available to those considering the application.
* Attendance at New Marske Primary School nurseries School does not guarantee a place at any specific primary or infant school.
* The governing body will delegate the admissions procedure to the Head teacher and the School Clerical Officer. This group will liaise with other bodies (e.g. Local Authority, Health, Social Services, Pre-schools etc.) as appropriate to secure more information about the child’s individual play, care and learning needs.
* Parents may apply for between 2.5 hours and the total number of hours the setting is open per week (within the operational constraints of the individual Nursery setting). Up to 30 hours of this can be claimed as free early education dependent upon FEEF criteria being met and the appropriate forms completed and approved. Subsequent hours will be charged in line with the Local Authority funding and being set by the governing body.
* When applying, parents will indicate their preferred times of attendance in line with the options offered by the individual provider. Allocation will be at the discretion of the provider and providers should attempt to minimise vacant sessions whilst maximising the number of children accessing their free early learning.
* If a child attends more than one provider and is claiming for more than their free early education funding, New Marske Primary School Nurseries will resolve the funding dispute with the parent/carer and the other setting then inform the local authority of the outcome.
* If a parent/carer chooses to reduce their child’s hours (either FEEF or paid for hours) at New Marske Primary School nurseries a 4 week notice period is required for the change to take effect. If a child transfers to a different eligible provider during the term, the funding will be split accordingly, so long as appropriate notice period of 4 weeks has been observed by the parent/carer.
* ‘The Code of Practice for Delivery of Free Early Learning (FEL) for Three & Four Year Olds – Provider Agreement’ outlines the arrangements to cover the financial implications of children transferring between providers.
* All children due to start in any particular term, will be given a visiting and starting date.
* Where there are large numbers of children due to start in the same term, they may be phased into the setting over a period of time that will ensure a smooth settling in for each child.

1. For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address whom has parental responsibility, as defined under the 1989 Children's Act. [↑](#footnote-ref-1)
2. Parents must produce written evidence from at least one professional involved with the child to support their application. This evidence must demonstrate why Blossom Tree Nursery is more appropriate than those within the child's residential area. This evidence must also explain what difficulties would be caused if they were to travel to attend an alternative nursery. We will not consider such applications if the relevant professional evidence is not provided. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place. [↑](#footnote-ref-2)
3. For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address whom has parental responsibility, as defined under the 1989 Children's Act. [↑](#footnote-ref-3)
4. Parents must produce written evidence from at least one professional involved with the child to support their application. This evidence must demonstrate why Blossom Tree Nursery is more appropriate than those within the child's residential area. This evidence must also explain what difficulties would be caused if they were to travel to attend an alternative nursery. We will not consider such applications if the relevant professional evidence is not provided. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place. [↑](#footnote-ref-4)
5. If it is deemed the number of one-to-one support hours have significant impact upon the day to day running of the nursery and/or incur detrimental financial implications, New Marske Primary School reserve the right to reduce the number of one-to-one hours available. [↑](#footnote-ref-5)
6. If it is deemed the number of one-to-one support hours have significant impact upon the day to day running of the nursery and/or incur detrimental financial implications, New Marske Primary School reserve the right to reduce the number of one-to-one hours available. [↑](#footnote-ref-6)
7. If at a local authority SEN panel meeting one-to-one funded hours are reduced for a child, are not sufficient enough to ensure the safety of said child or to manage behaviour effectively to protect others, New Marske Primary School reserves the right to make the appropriate changes. Parents will be informed of changes 4 weeks before the start of the next term where New Marske Primary School cannot support some or all hours. [↑](#footnote-ref-7)
8. For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address whom has parental responsibility, as defined under the 1989 Children's Act. [↑](#footnote-ref-8)
9. Parents must produce written evidence from at least one professional involved with the child to support their application. This evidence must demonstrate why main school nursery is more appropriate than those within the child's residential area. This evidence must also explain what difficulties would be caused if they were to travel to attend an alternative nursery. We will not consider such applications if the relevant professional evidence is not provided. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place. [↑](#footnote-ref-9)
10. Exceptional circumstances will be granted following firstly the admissions criteria for Blossom Tree Nursery and then under the discretion of the Early Phase Leader. Applications to take universal 3-4 year old 15 hours childcare within Blossom Tree Nursery will only be considered if the relevant supporting documentation is presented and/or the Early Phase Leader signs the relevant section on the application form (see appendix 2). [↑](#footnote-ref-10)
11. A parent means a person who has parental responsibility for the child or care of the child.  
    In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the criteria.  
    Foster carers are not automatically eligible for the extended entitlement for children they foster.  
     [↑](#footnote-ref-11)