



**MUNDFORD ACORNS**



**Mundford Acorns Nursery Policy**  
***Including Admissions, Charging, Schedule of fees, SEND and Complaints.***

Mundford Acorns is a Nursery for 3 and 4 year olds. We offer morning and afternoon sessions Monday to Friday, these sessions are 3 hours and can be used together with the lunch session to offer whole day sessions.

We accept children from the date they turn three.

3 and 4 year old funding is available from the term *following* a child’s third birthday until they reach compulsory school age. All 3 and 4 year olds children are entitled to 15 hours a week of funding to access an early years’ provision for 38 weeks a year or 30 hours free early years provision for those families who meet the government criteria.

If you are eligible for working family 2 year old funding we will be able to claim the entitlement until the child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

| <b>A child born in the period:</b> | <b>Will become eligible for a free place from:</b>              |
|------------------------------------|---|
| 1st April to 31st August           | 1st September following child’s third birthday<br>(Autumn term) |
| 1st September to 31st December     | 1st January following child’s third birthday<br>(Spring term)   |
| 1st January to 31st March          | 1st April following child’s third birthday<br>(Summer term)     |

Please check if you are eligible for extended funding (30 hours) on [www.gov.uk](http://www.gov.uk).

All children are eligible for the Universal funding (15 hours)  
Mundford Acorns will provide you with a Parent/Carer claim form once a term which must be completed and returned in a timely manner for us to claim the funding for your child.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

At Mundford Acorns, parents can use their full free entitlement of 15 hours or 30 hours per week or it can be shared between our nursery and up to two other settings.

Early Education is offered within the national parameters

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

## **ADMISSIONS**

To request a place at Mundford Acorns please contact the school office for an admissions form. Once this has been completed and returned along with proof of your child's date of birth, for example a birth certificate, your child will be added to the waiting list and places/sessions allocated as per the admissions policy.

As part of the registration process, parents/carers will be required to provide the completed nursery admissions form documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

The Nursery/Admission Policy is issued to all families as part of the registration process. It is also available via our website.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available)

- Monday 8:45am – 3:15pm (6½ hours)
- Tuesday 8:45am – 3:15pm (6½ hours)
- Wednesday 8:45am – 3:15pm (6½ hours)
- Thursday 8:45am – 3:15pm (6½ hours)
- Friday 8:45am – 3:15pm (6½ hours)

Mundford Acorns has waiting lists for both September and year round admissions. The lists are managed by the school office.

- If you require your child to start nursery as soon as possible we will contact you as soon as space becomes available.

- If you would like your child to start nursery at the beginning of a term, for example the term you become eligible for funded sessions, we will contact you prior to the required start date to advise availability for the term.

Mundford Acorns Nursery offer admissions in line with the Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Are in public care or have been adopted
2. Live within catchment area and a sibling is already in the school/Nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in the school
5. Live outside the catchment area

We operate on a first come, first served basis when booking sessions however when enrolling from a waiting list we may also take into account:

- the age of the child, with priority given to children who are eligible for the funded entitlement
- the length of time on the waiting list
- the capacity of the setting to meet the individual needs of the child.

The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the Mundford Acorns Nursery School equal opportunities policy. All individual applications are considered and any reasonable steps would be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website.

## **CHARGING**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority

It is possible to split your 15 or 30 hours free entitlement over more than one childcare provider, but it is your responsibility to notify us if this is the case and what free hours you are allocating to our setting. If we claim over your entitlement of 15 or 30 hours per week you will be charged for anything over and above the hours we can claim back from the Local Authority. These hours will be charged at our standard rates as listed in this document.

Our AM and PM sessions are 3 hours, lunch is ½ hour and all day is 6 ½ hours.

Failure to complete the Parent/Carer claim form we will supply to you will result in you being charged for the hours we are unable to claim from the local authority.

Sessions over and above the funded sessions will be invoiced at the start of each term.

Payment terms are monthly, 21 days following the invoice date.

Payment can be made via Arbor. We cannot accept cash or payment in setting.

If payment is late a reminder will be issued, if payment is not received within the terms specified on the reminder any hours over the funded sessions will be withdrawn.

We also accept childcare vouchers, which working parents can request via their employer.

We are registered to accept Tax Free Childcare.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc.

If any issues arise regarding payment, please speak to our school office where we will look to support you wherever possible in finding a payment plan which is suitable for you and the school

The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

The following additional charges will be applied

- Deposits - We do not charge a deposit for a place or a registration fee.
- Registration Fee - We do not charge a deposit for a place or a registration fee.

### **Schedule of Fees**

|                   |                   |        |
|-------------------|-------------------|--------|
| AM Session        | 8:45am – 11:45am  | £15.00 |
| Lunch             | 11:45am – 12:15pm | £ 2.50 |
| PM Session        | 12:15pm – 3:15pm  | £15.00 |
| Whole Day Session | 8:45am – 3:15pm   | £32.50 |

### **Consumables**

Charges for additional services such as trips will be agreed in advance with families.

The following charges apply when taking a free entitlement place

- Cost of Meals - £2.47 per day, this can be purchased on Arbor or parents/carers will need to provide a packed lunch when booking the lunch session
- Cost of Snacks –No charge
- Milk – Free milk can be ordered from <https://www.coolmilk.com/parents/>
- Consumables - All wipes, nappies etc. are to be provided by parents/carer

The above charges are voluntary. Families are able to supply their own. It may be possible to waive or reduce these costs, please discuss this with the school.

### **Additional Funding**

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

### **SEND**

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every

child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop, learn and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those from Ethnic groups and Looked After Children.

We follow the requirements of the EYFS 2021 and provide an inclusive environment for children and their families. We comply with the requirements Equalities Act 2010 and the Special Educational Needs code of practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

Enquiries about an individual child's progress should be addressed at first to the key person. Other enquires can be addressed to the Nursery Teacher in charge. Katie Tinkley EYFS Lead & SENCO and Sarah Godbold, Executive Head.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special educational need is identified, four types of action should be taken to put effective support in place:

- 1 Assess
- 2 Plan
- 3 Do
- 4 Review

This will be known as the *graduated support*.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Further information and Mundford Church of England Primary Academy SEND policy can be accessed on our school website: <http://www.churchsidefederation.norfolk.sch.uk/policies/>

## **SETTING CLOSURES**

Mundford Acorns Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises etc. We will give as much notice of these situations as possible.

## **NOTICE PERIOD**

If you no longer require a place at Mundford Acorns Nursery we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

## **COMPLAINTS PROCEDURE**

Our Nursery/Complaints Policy is issued to all families as part of the registration process. It is also available on our website. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Sarah Godbold, Executive Head.

The complaints procedure can be accessed on the school website <http://www.churchsidefederation.norfolk.sch.uk/policies/>

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