

Hillborough Nursery

Terms and Conditions of Acceptance of a Place



Owned and Written by Business and Resources Manager	Date April 2023
Approved by Resources and Finance Committee	Date April 2023
In consultation with: Staff, Guidance and Governors	
Date for Review	May 2024
This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015.	

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Our Nursery

Our purpose built Nursery is situated next to the Infant School building and is linked to the main building by a covered walkway.

Our Nursery has an open plan area which is separated into different zones, comprising of a home corner and areas for water, sand, paint, soft play, mark making and counting. There is also a large comfortable area with an interactive white board. The outside play area, including fixed play equipment, has a covered area for all-weather play.

The children in the Nursery unit are an integral part of the Infant School, and regularly use the School facilities. They also enjoy the benefit of being included in many whole school events. We believe that this helps transition from the Nursery to the Reception.

Opening Hours

Hillborough Nursery currently offers childcare provision between 8.50 a.m. and 11.50 a.m. during term time for children aged three to four years; in a safe and happy environment supervised by qualified, experienced staff.

From September 2023, the provision's operational hours will be 8.50 a.m. to 3.30 p.m.

Our Nursery is closed on Teacher Training Days and Bank Holidays.

Admission

The Governing Body has set its planned admission numbers as follows: -

- 38 part-time morning sessions taking place between 8.50 a.m. and 11.50 a.m.
- 38 part-time afternoon sessions taking place between 12.30 a.m. and 3.30 p.m.
- Full time places comprising of morning and afternoon sessions are available between 8.50 a.m. and 3.30 p.m. (incorporating a 40-minute break)

The maximum number of children, full-time and part-time, at any time during the Nursery's operational hours is 38.

The majority of children will be admitted to our Nursery in the September following their 3rd birthday. However, where places become available, pupils will be admitted to our nursery in January or April following their third birthday.

We aim to ensure that our school is as financially viable, so we will endeavour to fill every place at all times, by offering unused hours to families on the list until we are full. In order for us to achieve this it may mean we are unable to accommodate any unusual patterns/shifts that are requested.

Further information about the admissions criteria can be read in our Nursery Admission policy.

Please note, pupils attending our Nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception. Our starting school admission process is managed by the Local Authority's Admission Team.

Applying for a place

All children are entitled to 15 hours of free early years education each week. Some parents will be eligible for 30 hours of free early years education each week. Childcare Choices provides further information on how to check if your child is eligible.

<https://www.childcarechoices.gov.uk/>

The part time sessions below are the free 15-hour universal entitlement. All part time sessions must be booked for a minimum of 5 mornings or 5 afternoons.

Session	No of places	Times
Morning (part – time)	38	08.50 a.m. – 11.50 a.m. (15 hours)
Afternoon (part – time)	38	12.30 p.m. – 3.30 p.m. (15 hours)

Full time places comprising of morning and afternoon sessions between 8.50 a.m. and 3.30 p.m. (incorporating a 40-minute lunch break) are also available.

If you are applying for a full time 30 hour funded place, you will be required to provide an eligibility code. Please note that you will need to have applied for your eligibility code at least one term before your child turns three years of age. You can apply for the code here <https://www.gov.uk/apply-30-hours-free-childcare>

If your child is not entitled to a funded 30-hour place, but you would like to access a full time place or require childcare between 15 and 30 hours, payment will be required. Please note that a minimum of 3 hours must be purchased. Please refer to the 'Fees' section for more information.

Application process

The admission process including allocation of places, is managed by the School. Parents can apply for their child to be placed on the waiting list from the date they are born by completing an online form on our website or sending an email to admissions@hillboroughinfantschool.uk. The School's main office will acknowledge receipt of an application and a separate email will be sent to confirm when your child's details have been added to our waiting list.

Although parents can apply for a place for their child at any time, the table below details the deadlines that apply to each intake period.

Intake period	Application (waiting list)	Offer of place	Offer Acceptance by
Spring 2024 (January)	17/09/2023	28/09/2023	12/10/2023

Summer 2024 (April)	14/01/2024	25/01/2024	08/02/2024
Autumn 2024 (September)	14/04/2024	25/04/2024	09/05/2024

If your child is of eligible age and there are no spaces available at the time of your application, your child's name will be added to our waiting list for the relevant year or termly intake group. When a place becomes available we will contact you by the above dates to offer a place. It is important that the offer is either accepted or declined by the 'offer accepted date', otherwise your child's place may be offered to the next child on the waiting list.

Please ensure you are familiar with our Admission Policy as your child must start at our Nursery within a specified time at the beginning of the term following their 3rd birthday and the cancellation notice that applies once your child has started at our Nursery.

If your child is already attending an Early Years setting or you are using a childminder, it is your responsibility to inform them in advance and in accordance with their cancellation notice period.

Allocation Process

The criteria by which places are allocated is detailed in our Admission Policy.

Start Date and Sessions

A start date and the agreed sessions will be confirmed in writing between parent and Hillborough Infant and Nursery School.

Please note the following:

- Your child must start at our Nursery within seven School days from the start of each term (Autumn, Spring and Summer term);
- After your child has started, six weeks' calendar notice must be given to cancel your child's place. During the cancellation notice period, your child will remain enrolled at our Nursery;
- After your child has started, six weeks' notice must be given to request a change your child's nursery sessions.
- Booked sessions must be adhered to;
- We cannot accept children before their booked time;
- Children must be picked up promptly;
- A charge will be made for the late collection of children;

Communication

Our admissions process is managed by Applica Admission system. Following the completion of your child's admission process, all parents and carers are required to register with IRIS ParentMail. This is our primary method of communication where you would be kept informed of events such as Parent Consultation Meetings, Headteacher's Newsletter, celebrations, etc.

We keep you informed about events and issues through regular newsletters which are sent by IRIS Parentmail. Posters about events, and other vital information, are sometimes displayed on class room windows and notice boards.

Please refer to our website (hillboroughinfants.co.uk) for more up to date information such as term-time dates, our staff, Governing Body, policies, School council and much more.

Dress

Children should be dressed in comfortable and warm clothing with appropriate footwear for the outside area. Any footwear should preferably have Velcro closures.

We also request that a full set of spare clothing (including socks and underwear) be kept in the nursery for your child if they need to be changed.

Collection Permission

If the child is to be collected by an adult other than the parent or carer, they must be named on the Collection Permission form. This form can only be completed by the parent or carer and must be updated annually in September. A new form must be requested and submitted if the list of nominated adults needs to be updated.

If an emergency occurs, and the parent or carer gives permission for an adult to collect who is not named on the Collection Permission form, a member of staff from the Nursery or School must be notified as soon as possible. In the event that the School or the Nursery has not been informed and someone other than a nominated adult arrives to collect a child from the Nursery or School, the parent or carer will be contacted immediately.

Only responsible persons aged 16 years and over and with suitable identification, or are known to the Nursery and/or School staff will be allowed to collect children. No child will be allowed to leave the Nursery unaccompanied.

If the parent or carer or alternative nominated adult is going to be late to collect the child, staff must be informed as soon as possible. If the designated adult is late collecting the child without prior warning, the provision of the 'Late or Uncollected Children' procedure will be activated.

Birthdays and Healthy Eating

As part of our wish to promote healthy eating, we have decided not to give out birthday sweets. Your child will receive a birthday card, and the Nursery class will wish him or her a happy birthday. There is no need for parents to provide sweets or any other items for birthdays. Please support us in this.

Accidents, Sickness and Medication

We have staff trained to administer paediatric first aid. If your child receives treatment and/or visits the Medical Room you will be informed via the Nursery Lead and you will receive information through IRIS ParentMail.

Should your child receive a head injury, we may also telephone you to inform you of this. On rare occasions a child may need professional medical care. Should this happen we will immediately contact you.

Please ensure your emergency information is always up to date so we can contact you quickly.

Sickness and/or diarrhoea requires at least 24 hours' recovery before returning to Nursery in order to prevent cross-infection. For other infectious conditions or diseases, please consult your doctor. During sickness epidemics the 24-hour rule may be extended to 48 hours for health and safety reasons.

Should your child need prescribed medicine during nursery hours, a consent form from the school office must be completed. Medicines should be clearly labelled with your child's name and dosage, and must be signed in and out at the School office.

Health and Safety

Matters of health and safety are regularly discussed at meetings of the Governing Body. In the interests of the health, safety and well-being of all the children attending the Hillborough Nursery, a small number of rules are in place.

- To ensure of safety of pupils, class room door locks have been modified to allow access from inside only. After 9.00 a.m., parents and visitors must enter by the School office entrance.
- Smoking is banned from the entire school site, in accordance with the law.
- No dogs on site - in view of the obvious health hazard, and the fact that some children are genuinely frightened, you are asked not to bring dogs on to school grounds.
- Parents' cars, taxis and other unauthorised vehicles are not permitted on the driveway, cross-hatchings, zig-zag lines, or inside the school gates.
- Parking outside nursery/school or on the keep clear markings or hatchings outside school is a traffic offence and offending drivers can be fined on the spot. Please be aware of children's safety and the needs of our neighbours when parking in the street. We ask parents to park away from school and walk to school. Free parking is available at Stockwood Park.

Safeguarding and SEND

Safeguarding

Our Child Protection/Safeguarding policy covers all aspects as advised by the Luton Safeguarding Children Board and is available on our website. We adhere to their guidelines, in the event of any type of suspected safeguarding concern.

All staff receive regular safeguarding training and we follow the Local Authority's safer recruitment process.

Our Family Support Worker is there to support you and your child. If you have any issues, problems or concerns, please contact our Family Support Worker on 01582 726764 or come to the School's main office and the Administrative Team will pass on this information.

SEND

It is the parent/carers' responsibility to inform and update the Care Nursery/School of any special condition or concerns by disclosure on the Admission form.

Careful consideration will be given to admission requests for a child that requires one to one or specialist support during normal school hours.

The SENDCo will conduct an initial assessment by:

- Contacting parents/carers to obtain a detailed understanding of their child's needs;
- Reviewing evidence provided to support the child's needs;
- Consulting with professionals.

If necessary, a supervised pre-visit with parent and SENDCo will be arranged through mutual agreement and form part of the initial and any on-going assessment.

Discipline and Behaviour

We have policies on Behaviour, Anti-Bullying and Racial Equality. These are reviewed regularly, and are available on our website. You have a very important role in encouraging your child to behave well. Your influence is critical in ensuring your child keeps the Nursery/School rule. If a pupil persistently demonstrates problems with behaviour, then we will meet with you to discuss ways forward.

Bullying, racism and anti-social behaviour are recorded and dealt with according to our policy. Parents are always informed about serious or persistent incidents involving their child. Again, if we have concerns we will keep you informed.

Admission of your child to our nursery indicates that you both accept, and support, our aims and the policies which reflect them, and that you will work with us for the benefit of your child and others.

Excursions

Occasionally we visit local places of interest and sometimes we go further afield. The cost is met by voluntary contributions from parents in addition to subsidies. The School's Charging and Remissions policy charging is ratified by the Resources and Finance Committee and is in line with the Education Reform Act.

Fees and Payment Terms

Fees

Session	Time	Cost per session
Morning (minimum 3 hours)	08:50 to 11:50	£16.50
Lunch break	11:50 to 12:30	£3.65
Afternoon session (minimum 3 hours)	12:30 to 15:30	£16.50
(in addition to the 15 hours) Full day comprising of a morning & afternoon session, incorporating a 40 minute lunch break	08:50 to 15:30	£36.65 (without school lunch)
Lunch (hot meal or packed lunch)		£1.90 per meal
Late Collection charge (please note session times above)		£5.00 up to first 15 minutes £10.00 after 15 minutes.

Payment Terms

All bookings must be paid for in advance or at the latest at the time of booking your sessions, and may be paid by;

- Our online booking and payment system (IRIS ParentPay)
- Childcare vouchers;
- Tax Free Childcare scheme;
- Student Financial Assistant towards childcare cost.

Cash and cheque payments will not be accepted.

Payments made by childcare vouchers, Tax Free Childcare scheme and Student Financial Assistance will be accepted, providing the School office has been informed and all of the necessary paperwork/information has been provided to the School office in advance. Please inform the School office of the name of your employer's childcare voucher scheme or Student Finance provider, or your Tax Free Childcare reference number so we can allocate payments to your child's account. The School office will endeavor to return the completed Student Finance application and/or audit forms within five working days from receipt.

If payment is made by childcare vouchers or from your Tax Free Childcare account, funds must be transferred before booking your sessions and only funds sufficient to cover your bookings must be transferred to avoid an accumulation of surplus funds.

Where payment is made by the Student Finance provider, it is the parent/guardian's responsibility to keep the provider informed of any changes to booking requirements. The parent/guardian must provide a schedule of agreed sessions that will be funded by the provider and is responsible for the payment of all other booked sessions.

Please read the section relating to refund of fees paid by childcare vouchers, Tax Free Childcare scheme and Student Financial Assistant.

A statement and payment history is available through your IRIS ParentPay account.

Punctuality, Attendance and Term Time Leave

Punctuality

It is important that your child arrives on time for Nursery and that you are on time to collect them at the end of the day or each session. Please let us know if anyone other than yourself is collecting your child, as a Collection Permission form will need to be completed and signed.

Before school starts your child should wait with the adult who accompanied him/her outside their classroom door. The Nursery Lead or Team member will open the door at 08:50 to greet and let children in. Due to the limited time to bring all children in and to ensure the nursery day starts promptly we ask for your co-operation by ensuring conversations are kept to a minimum.

In the event of snow, please check the Luton Borough Council website or the School website to ensure it is open. We will also endeavour to keep you informed via a primary source of communication (ParentMail). Please also be aware that, following health and safety guidelines, only one main pathway to the school will be cleared and gritted.

Attendance

Nursery entrance door will be kept open from 08:50 to 09:00 and then closed. If you arrive after that time, you need to take your child to the School's main office entrance and record your child's attendance on our electronic system. It is essential to do this, as your child will have missed the daily register taken. Lateness is monitored on a regular basis and those children who are persistently late will be referred to the Local Authority's Education Welfare Officer.

It is important to your child's future that he/she makes the most of his/her time at School/Nursery. This means attending Nursery regularly.

It is your responsibility to inform school/nursery if your child cannot attend by telephoning the School office on the first day of absence. If you do not do this, we send you a message through IRIS ParentMay and our Family Support may telephone you to ascertain why your child is absent. Please let us know, otherwise your child's absence will be noted as unauthorised, and may be investigated by the Local Authority Education Welfare Officer, who comes regularly to check our registers.

Term Time Leave

If you must take your child out of Nursery in term time for an emergency situation, then you must complete a Leave of Absence Application form two weeks before. Permission is not automatic, so please ensure that you have given sufficient notice to the school for the consideration of your application before booking any tickets.

Term dates are available on our website.

Please note that your child's fee's will still be liable throughout the duration of the agreed period of leave. Should your child's place be withdrawn because your child did not return on the date agreed, you will need to re-apply to register a place on our waiting list.

Absences and Cancellations

We do not give refunds or credits if a child is absent for any reason; the charge will still apply in the following circumstances:

- For occasional day's illness, cancelled sessions, absences;
- A charge will still apply if a child is collected early.
- See section 'Closure' below.

Refunds

Please be advised that the Nursery/School is required to follow HMRC's guidelines and is unable to return any funds directly to the parent/carer if payment was made by childcare vouchers or from a parent's/carer's Tax Free Childcare account.

As per HMRC guidance and the Terms and Conditions, all requests for refunds must be administered by your employer.

To find out more information please go to <https://www.gov.uk/tax-free-childcare> or <https://www.childcarechoices.gov.uk>.

The fees and charges are reviewed annually and may be subject to change. Parents and carers will be notified in advance of any changes to fees and charges.

Closure

In the event of closure, parents and carers will be notified as soon as possible. Please note that fees will still be payable if our Nursery is forced to close. Extended school services are not liable for failure to perform their obligations if such failure is as a result of Acts of God or Force Majeure including, but not limited to, snow, fire, flood, earthquake, storm, hurricane, infectious diseases, epidemics, pandemics or other natural disasters that are beyond the reasonable control of the parties.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

If you wish to appeal, in the first instance please email admin@hillboroughinfantschool.uk

Monitoring arrangements

This policy will be reviewed by the Business and Resources Manager and Early Year Phase Leader annually.

At every review, the policy will be approved by the Resources and Finance Committee and/or Full Governing Body.