Terms and Conditions of Acceptance of a Nursery Place Policy

Hillborough Infant and Nursery School

Owned and Written by: Business Manager	**Date:** November 2024
Approved by: Full Governing Body	**Date:** December 2024
Next Review:	**Date:** December 2026
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, and 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 am and 3:30 pm during term time for children aged three to four years; in a safe and happy environment supervised by qualified, experienced staff.

Our Nursery is closed on Teacher Training Days, Bank Holidays and School H

Admission

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

- 38 part-time morning sessions taking place between 8:50 am and 11:50 am
- 38 part-time afternoon sessions taking place between 12:30 pm and 3:30 pm
- Full time places consisting of morning and afternoon sessions are available between 8:50 am and 2:50 pm.
- optional 40-minutes at the end of the day for a fee

The maximum number of children, full-time and part-time, at any time during the Nursery's operational hours is 38. The minimum age for a child starting at our nursery is three years of age.

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.

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 Funded Places

All children are entitled to 15 hours of free early year's education each week. Some parents will be eligible for 30 hours of free early year's 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 am – 11:50 am (15 hours)
Afternoon (part – time)	38	12:30 pm – 3:30 pm (15 hours)

- Full time places comprising of morning and afternoon sessions are available between 8:50am and 2:50 pm (optional 40-minutes at the end of the day at a cost of £4.00)

If you are applying for a full time 30 hour funded place, you will be required to provide an eligibility code and your National Insurance number. Please note that you will need to have applied for your eligibility code the 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

The 30 hour funded early years' education covers the AM session from 8:50 am to 11:50 am. (15 hours) and PM session from 12:30 pm to 3:30 pm (additional 15 hours).

Healthy packed lunches can be brought in for pupils staying for 30 hours. Or you can order lunch from our school kitchen.

The cost of a lunch ordered through Aspens is £2.00

Privately Funded Places

If your child is not entitled to a funded 30-hour place, or you would like to access childcare before your child becomes eligible for a funded place, providing your child is three years of age), please contact the school on admin@hillboroughinfantschool.uk

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 via our website.

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 (January)	November	December	December
Summer (April)	February	March	March
Autumn (September)	June	July	July

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 maybe 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 period 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 7 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 of 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 our Admin Team. 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 classroom windows and notice boards.

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

Lunch Meals

Our Catering provider is Aspens Catering Service. More information is available via this link

https://www.aspens-services.co.uk/

Menus are agreed in advance and prepared by Aspens in accordance with Food Standards Regulations. Provision is made for vegetarian, halal meat choices and special dietary needs (supported by medical evidence). The two weekly menu is displayed internally in the main hall, on our external kitchen notice board and is also available on our school website. We ask parents/guardians to familiarise themselves and their child with our menu.

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 your 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 Welfare Room you will be informed via the Nursery Lead and you will receive information via email.

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 48 hours' recovery before returning to Nursery in order to prevent cross-infection. For other infectious conditions or diseases, please consult your doctor. 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 the safety of pupils, door locks have been modified to allow access from inside only.
- Nursery will admit children from 8:45am after 8:50 am, 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 725764 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 Nursery/School of any special condition or concerns by disclosure on the Admission Form or by email to admin@hillboroughinfantschool.uk

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 Governing Body and is in line with the Education Reform Act.

Fees and Payment Terms

Fees

Session	Time	Cost per session
Addition 15 hours per week	AM or PM	£82.50
Lunch via Aspens (includes hot/cold meal or packed lunch)		£2.00
40 minutes additional – at end of day	14:50 to 15:30	£4.00
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 payment system (IRIS ParentPay)
- Childcare vouchers;
- Tax Free Childcare Scheme;

Student Financial Assistance towards childcare costs. 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 endeavour 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 the Nursery door.
The Nursery entrance door will be kept open from 8:45am to 8:50 am 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. Due to the limited time to bring all children in and to ensure the Nursery day starts promptly we ask for your cooperation by ensuring conversations are kept to a minimum.

Lateness is monitored on a regular basis and those children who are persistently late will be referred to our Family Worker.

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

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 Parentmail and our Family Support may telephone you to ascertain why your child is absent.

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 for the consideration of your application before booking any tickets.
Term dates are available on our website.

Please note that your child's fees 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 an 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 for April 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 Manager and Early Year Phase Leader.

At every review, the policy will be approved by the Full Governing Body