





# Bay Education Trust

## BET Nursery Policy and Parental Agreement

**It is the responsibility of all Bay Education Trust employees and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.**

### Policy history

1. Approved July 2019
2. Reviewed December 2019
3. Reviewed by CEO, June 2020

<b>VERSION</b>	3	
<b>APPROVED</b>	July 2019	
<b>REVIEWED</b>	June 2020	
<b>TO BE REVIEWED</b>	June 2021	
<b>SIGNED CHIEF EXECUTIVE</b>		<b>PRINT NAME</b> Stephen Kings
<b>SIGNED CHAIR OF TRUST BOARD</b>		<b>PRINT NAME</b> Gavin Jones



# Bay Education Trust

---

## **BET Nursery Admission Application Process**

All applications for a 2 year old or 3-4 year nursery place must be made via an application form. These are available on the school website or at the school's reception. All successful applications will be notified by letter together with an offer of the sessions available.

### **1. Admissions to Nursery**

#### **For 2 year olds**

- The first children will be admitted in September each year
- Children admitted will be those whose 3rd birthday falls between 1st September and 31st August of that year i.e. they will be aged between 2 years and a day and 2 years and 11 months

#### **For 3 and 4 yr olds**

- The first children will be admitted in September each year
- Children admitted will be those whose 4th birthday falls between 1st September and 31st August of that year i.e. they will be aged between 3 years and a day and 3 years and 11 months

In each school there is a Nursery for 2 year olds and a Nursery for 3 & 4 year olds.

### **2. Pre Admission Nursery Visits and "Settling In" process**

We welcome visits from parents / carers and their children when considering applying for a place in one of our nurseries. This is an opportunity to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered in our nursery. To arrange a visit please contact the school to make an appointment.

Before joining our nursery all parents / carers will be offered a home visit, or alternatively will be invited into the nursery to meet the staff and have a look at the facilities. Once a place has been accepted and depending on spaces available, parents/ carers and their children will be invited to 'settling in sessions' when children can explore their new environment and meet their nursery assistants. This is a chance to get to know staff and ask any questions.

### **3. Waiting lists**

Following allocation of nursery places, the academy will retain a waiting list. Waiting lists will be kept in the same priority order as the oversubscription criteria detailed in Appendix 1. It is possible that a child's name could go down on the waiting list as well as up.



# Bay Education Trust

## 4. Admissions at dates other than September

Children may only be admitted to our nurseries in the term after their 2<sup>nd</sup> or 3<sup>rd</sup> birthday. So start dates are normally in September, January, April and June at the start of each term, more details of the school term dates can be found on the school's website.

Also, a request for admission can be made outside of the normal rounds of admissions using the School Nursery Application Form. This allows for a child to start at the nursery as quickly as possible. A formal offer will follow from the academy. If a parent/carer is seeking an in-year nursery place because their child has just moved to the area and doesn't already have a nursery place, admission would be as soon as possible but dependent on a space being available.

## 5. Admission appeals

If a nursery place is refused, parents/carers can use the academy's appeals process to express their concerns. The Trust will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

## 6. Funding of Nursery Places

Generally, subject to the eligibility described in section 8 below, children will start at the nursery at the beginning of a term. The funding will continue to be paid until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

<b>Children who are eligible for 2 and 3 year old funding</b>		
<b>Birthday on or after</b>	<b>And on or before</b>	<b>Funding starts at the beginning of</b>
1 <sup>st</sup> September	31 <sup>st</sup> December	Spring Term - January
1 <sup>st</sup> January	31 <sup>st</sup> March	Summer Term – after Easter Holiday
1 <sup>st</sup> April	31 <sup>st</sup> August	Autumn Term – after Summer Holiday



# Bay Education Trust

---

## **7. Local Authority Funded Places**

### **For 2 Year olds**

- Some 2 year olds are entitled to 15 hours free. In order to access this funding please use the link below [2 year old funding check](#)
- You will need to provide your funding code before your child is offered a place
- We also offer paid spaces for 2 year olds (see point 9 for more information)

### **For 3 & 4 year olds**

- Children are entitled to 15 hours free 38 weeks a year
- Some children are entitled to 30 hours free 38 weeks a year. In order to access this funding and to check your eligibility please use this link [30 hours funding check](#)
- Parents claiming to 30 hours will be required to fill in a parental declaration form. This may be used by the Local Authority to check your eligibility
- Applications need to be done well in advance – see Local Authority website for details
- We also offer additional paid sessions in these nurseries (see point 9 for more information)

## **8. Invoicing of Chargeable Sessions**

Bay Education Trust recognises the importance of quality and flexible child care. We offer a range of payment options to suit your needs.

All chargeable nursery sessions must be paid in advance. All Nursery payments will be collected via Parent Pay.

**Payment option 1:** Pay in advance for the half term. We will send you an invoice via parent pay and your sessions will be need to be paid for before your first session commences.

**Payment option 2:** Pay in advance for a 2 week period. We will send you an invoice via parent pay and your sessions will be need to be paid for before your first session in the two week period commences.

The Headteacher and BET Board reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent). Family holidays, sickness or medical appointments will not be considered and payment will still be due.

## **9. Failure to pay according to your chosen payment option**

Any invoices not paid when due will become nursery fee arrears. Failure to pay arrears will result in an arrears letter or text message being issued and payment will be required within 6 working days of the



# Bay Education Trust

---

date on the arrears letter. Failure to meet this date will result in the child's additional sessions at the Nursery being withdrawn with immediate effect.

## **10. Cancellation of contract**

The cancellation of the 15 hour free entitlement sessions can be made at any time. Parents will be required to sign an updated parent/school contract to reflect this change. The cancellation of 30 hours entitlement will require half a terms notice. To cancel additional (charged) sessions a half term's notice will be required. Any permanently cancelled sessions will be made available to children on the nursery waiting list. Once additional sessions are cancelled school cannot guarantee reinstating them.

## **11. Late pick up**

If parents are late to collect children may become distressed. We ask you to strictly adhere to our Nursery finish time of 3.15pm and ensure you make alternative arrangements for the collection of your children if needed. The nursery reserves the right to charge a fixed fee of £4 for any late pick ups.

KAA- After school club collection time is 4pm. The school reserves the right to charge a fixed fee of £2 for any late pick up.

## **12. Illness**

Please advise the nursery if your child will not be attending their nursery session as soon as possible. Any child that is sent home because of a sickness bug will not be allowed to return to the Nursery for at least 48 hours from their last incident. Should a child be on prescribed medication the parent/carer must notify the school office and complete the necessary form giving consent for staff to administer the medication.

## **13. Accidents and first aid**

The Nursery reserves the right to administer first aid and treatment when necessary. Parents will be informed of all accidents and will receive an accident form. For accidents of a more serious nature you would be contacted immediately and notified.

## **14. Potty Training**

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please also let us know this. If a child shows interest in potty training, we will discuss this with you. Parents are expected to provide sufficient amounts of clothing, nappies and wet wipes for the child during their time at nursery. If these are not provided you will be contacted and asked to provide these items.



# Bay Education Trust

---

## **15. Data Protection**

I have read the attached letter and understand that the nursery is required to process personal information in order to fulfil its duties. I understand that I am required to keep the nursery updated of any changes of details and any changes will be verified by the nursery prior to any additional documentation being sent out, this to ensure that your data is held securely and on a need to know basis. The Bay Education Trust is registered as a Data Controller with the Information Commissioner and is able to hold data for specific purposes in relation to your child's education. We have a duty to protect your information and will only hold data relevant to the education and well being of your child. We will ensure that all data passed to us is reviewed on an annual basis or when any amendments are passed to us. You have the right to withdraw consent at any time and can do so by contacting Reception. There may be occasions when we are required by law to share data with the relevant local authority or the Department for Education. This consists mainly of statistical data or information relating to safeguarding and we have an appropriate legal basis to share this information without consent, information on such disclosures can be found on the Department for Education website.

## **PARENTAL AGREEMENT AND POLICY FOR NURSERY PROVISION**

**THIS DOCUMENT IS TO BE SIGNED BY THE PARENT OR OTHER PERSON WHO HAS PRIMARY RESPONSIBILITY FOR THE CHILD.**

Please read this document in total before signing

I have read and accept the policy and all the conditions

Signature..... Name.....

Relationship to child.....Date.....



# Bay Education Trust

---

## **APPENDIX 1 NURSERY OVERSUBSCRIPTION CRITERIA 2019 – 20**

To be used when there are more applications than places available

### **1. Admission Criteria**

The academies will endeavour to ensure there is a place for everyone who applies to our nursery provision. This will not always be possible and priority in the 2 year old nursery will be given to funded children. However, spaces can never be guaranteed.

Allocation of spaces for 2 year olds will be made in the following priority order:

1. Children in public care (looked after children)
2. Funded children with a sibling at the academy
3. Funded children with no sibling at the academy
4. Children who are not entitled to 2 year old funding with a sibling in the academy

Allocation of spaces for 3 year olds will be made in the following priority order:

1. Children in public care (looked after children)
2. Children who have attended our 2 year old provision with a sibling at the academy
3. Children who have attended our 2 year old provision without a sibling at the academy
4. Children with a sibling in the academy
5. Children without a sibling in the academy

Once the above priorities have been applied any further admissions, including priority on any waiting list, will be determined by the following criteria:

- a. Children for whom only this particular nursery is appropriate due to an exceptional medical condition
- \* b. Children ranked by date of birth, oldest first
- c. In the event of a date of birth tie, priority will be given to the child living nearest to the academy building (see d. below)
- d. Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the nursery. Measurements are taken by a straight line distance using the Council's electronic mapping system - the shorter the distance the higher the priority. Measurements will be taken from an internal point of the building concerned (usually the visual centre of the building). In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the nursery), the allocation of a place will be by lot.



# Bay Education Trust

---

\* Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this nursery.





# Bay Education Trust

---

## APPENDIX 2 Kings Ash Academy Hours and Cost 2019 – 20

### Charges for Sessions over and above the Local Authority Funded hours

- Sessions are available for purchase on top the 15 hours offered. We offer these on a first come first served basis
- Prices for these are as follows:

#### Kings Ash Academy

	<b>2 Year olds hourly rate- £4.25</b>	<b>3-4 Year olds hourly rate £4</b>
<b>AM session</b>	£12.75	£12.00
<b>AM session including lunch</b>	£14.85	£14.00
<b>PM session</b>	£12.75	£12.00
<b>Full day</b>	£27.60	£26.00
<b>Breakfast club</b>	Not currently offered (£3.20)	£3.00

- AM sessions in the Nurseries start at 8.45am and finish at 11.45am
- PM sessions in the Nurseries start at 12.15pm and finish at 3.15pm (12.45-3.15pm for Seals)
- Full days start at 8.45am and finish at 3.15pm. This time is considered part of the day for children to continue their learning and will be funded as part of the Early Years Entitlement



# Bay Education Trust

## APPENDIX 3 Curledge Street Academy Hours and Cost 2019 – 20

### Charges for Sessions over and above the Local Authority Funded hours

- Sessions are available for purchase on top of the 15/30 hours offered. We offer these on a first come first served basis.
- Prices for these are as follows

	<b>2 Year olds hourly rate- £4.25</b>	<b>3-4 Year olds hourly rate £4</b>
<b>AM session</b>	£12.75	£12.00
<b>PM session</b>	£12.75	£12.00
<b>Full day</b>	£27.60	£25.00

<b>Wrap Around Care Per day</b>	<b>2 Year olds hourly rate- £4.25</b>	<b>3-4 Year olds hourly rate £4</b>
<b>Before school (8:00 - school starts)</b>	£3.20	£4.00
<b>Wrap around day (8:00 - 6:00)</b>	£42.50	£40.00
<b>After school (3:15-6pm)</b>	£11.70	£11.00
<b>Before school &amp; After school</b>	£14.90	£14.00

### Penguins 2-3 Year olds

AM sessions in Penguins start at 8.45am and finishes at 11.45am

PM sessions in Penguins start at 12.15pm and finishes at 3.15pm

Full days start at 8.45am and finishes at 3.15pm.

### Seals 3-4 Year olds

AM sessions in Seals start at 9.00 am and finishes at 12pm

PM sessions in Seals start at 12.15 pm and finishes at 3.15pm

Full days start at 9.00am and finish at 3.15pm.

### Wrap Around Care Options

- Before school AM 8:00am - school starts
- Wrap Around care All day 8:00am - 6:00pm
- Wrap Around care PM 3:15pm - 6:00 pm