



# Hedgehogs Nursery Admissions Policy

Adopted Date: **25 March 2024**

Review Date: **March 2025**

*This policy needs to be read in conjunction with the Safeguarding Policy.  
The terms of the Safeguarding Policy are to take precedence over the  
guidelines set down in any other policy.*



The Governing Body of Hadleigh Community Primary School is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admission applications to the Hedgehogs Nursery class at HCPS.

## Introduction

*Hadleigh Hedgehogs is the nursery that nurtures in partnership with nature.*

Hedgehogs Nursery is Hadleigh Community Primary School's provision for 3- and 4-year olds. This is a school nursery class and as such operates during term times only.

Usually the Hedgehogs nursery is open for full days from 8:30 a.m. to 3:30 p.m. and Nursery children can also attend wrap around childcare provision from 7:40 a.m. until 5.45 p.m. Children can attend the Nursery lunch club. Any extra hours, over and above the 15/30 hours per week entitlement, will be charged for, including a charge for lunchtime supervision. All fees are payable in advance, via our online payment provider, at a rate agreed by the governing body.

Here at Hadleigh Hedgehogs we pride ourselves in being able to offer your child a place in a high-quality teacher led nursery that works in partnership with nature and yourselves to nurture your child's development. Our level 3 and 2 trained Forest School staff are equipped and able to utilise the woodland areas within the school to provide children with unique learning opportunities which not only focus upon developing academic abilities but also providing them with opportunities to develop lifelong learning skills. Children gain confidence in their ability to communicate ideas, are able to assess and take risks, build resilience and develop enquiry skills through the exploration of the outdoor environment, whilst fostering their respect for and ability to work in partnership with the natural world.

These wonderful opportunities are complemented by exciting and stimulating learning experiences within a more traditional nursery setting, which aims to develop children's skills through the provision of play-based activities and learning opportunities. The children are also able to access specialist Music and PE sessions provided by Hadleigh Community Primary school teachers and staff.

The Nursery can also provide 30 hours provision for those families who are eligible. Access to other fee-paying services such as Nursery lunch club and before and after school care through the extended school's provision, provide parents the peace of mind to know that their children can enjoy a whole day of learning opportunities within one setting. We cannot wait to meet you.

Your child can stay in nursery until the July following their 4th birthday. It should be noted that admission to the nursery class does not guarantee admission to the Reception class of Hadleigh Community Primary School. Parents must follow normal procedures via the local authority when applying for full-time education:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

As an Early Years provider, we follow the EYFS guidelines and curriculums and follow the school's safeguarding policies and procedures under the guidelines of the local authority. Arrangements are in place to support children with special educational needs and/or disabilities (in accordance with the school SEND policy and funding).

Consistent attendance on a regular basis is expected of all children in line with our whole school attendance policy.

Government funding is intended to deliver 15 or 30 hours of funded, high quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. The



funding is to support the hours of early years provision. We do make additional charges to cover for example: outings; snacks; lunch club; meals.

All 3- and 4-year olds become eligible for “Early Education Funding (Universal Entitlement)” from the start of the term following their 3rd birthday.

From 1st September 2017 the Government introduced further funding aimed at working parents of 3- and 4-year olds entitled “Extended Entitlement for Working Parents”: 30 hours per week, 38 weeks of the year. Working parents/carers of 3- and 4-year olds may be eligible for the further 15 hours free childcare in addition to the existing free 15 hours early education entitlement, if they meet certain criteria.

Information on funded childcare is available via these links:

[https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=5\\_UEXQa6bc](https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=5_UEXQa6bc)

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

Helpline: 0300 123 4097

## **Admission to Hedgehogs Nursery**

Hadleigh Community Primary School & Hedgehogs Nursery is committed to providing a fair, clear and open admissions system where each applicant is considered fairly and objectively.

We are committed to all families having equality of opportunity and all children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) are welcome to apply for a place in Hedgehogs Nursery.

Parents wishing their child to attend Hedgehogs Nursery must obtain and complete an application form from the school office or website. This must be returned to the office along with the child’s birth certificate or passport. The original document must be shown to the office to be witnessed.

The only restriction we place on entry is that of number. The number of children that can be admitted to our nursery will depend on a number of factors including how many children already attend our nursery, their ages, the amount of floor space we have and the required staffing ratio.

If there are no places available, we will add your child’s name to a waiting list. We would also advise you to contact the Family Information Service who will be able to support you find a place for your child. Please access information via this link:

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/finding-and-choosing-childcare/#tab1>

We work closely with Playstation Preschool group who are on our school site, they may be able to help you:

<http://www.playstationpreschool.co.uk/>

## **What we offer**

We admit children to our nursery in the September after their 3rd birthday, for example a child born in December 2020 would be eligible to apply to start nursery in September 2024.

The nursery class operates two part-time sessions of 3 hours each day the usual hours are (8:30 - 11:30 a.m. and 12:30 - 3:30 p.m.). We have a total of 60 x 3-hour sessions each morning and 60 in the afternoon with the exception of Fridays when there are 39 afternoon sessions and we generally have one intake per year,



in September. These sessions are regarded as early education sessions as they are led by a fully qualified teacher.

The children attending in the morning are split into 2 groups and each group is led by a qualified teacher, and the children attending in the afternoon are in one group and again led by a qualified teacher.

Each child attending Nursery must attend a minimum of 3 morning sessions.

If the number of children applying for entry exceeds the places available, we use the oversubscription criteria (Appendix 1) in order to determine who will be offered places.

## **Criteria for the allocation of sessions**

Applications will be considered in the following priority order:

1. 15 hours per week, 5 x morning sessions, funded by the early education funding – universal entitlement
2. Fewer than 15 hours per week, funded by the early education funding – universal entitlement. Priority will be given to applicants in descending order of morning sessions required i.e. 4 then 3.
3. 30 hours per week, 10 sessions, 5 x morning and 5 x afternoon, funded by the extended entitlement for working parents
4. 24 hours per week, 8 sessions, 4 x morning and 4 x afternoon, funded by the extended entitlement for working parents
5. 18 hours per week, 6 sessions, 3 x morning and 3 x afternoon, funded by the extended entitlement for working parents
6. Additional paid afternoon sessions, providing your child is attending that morning

Additional sessions can be added to the funded sessions so that with the Nursery Lunch Club, we can offer day care from 8.30 a.m. to 3.30 p.m. and with our wrap around care, we can offer extended day care from 7:40 a.m. to 5.45 p.m.

There will be a charge of £16 for each three-hour session and £4.50 (packed lunch)/£5.50 (hot meal from the school dinner menu) for Nursery Lunch Club. All Nursery sessions take place in the Nursery or Woodland environment with Mrs Lee, Miss Horwood and the Nursery staff team.

## **How to apply:**

Please obtain an application form from the school office or alternatively it is available to download from our website. Applications can be made at any time from the time of the child's birth but it is the parent/carers responsibility to keep the school informed should any information (address, telephone numbers) change between the time of application and offer of a place.

Please complete the application form and bring it to the school office with your child's birth certificate or passport. Evidence of date of birth will be copied and kept with your application.

Applications can be considered all year round.

The school will endeavour to inform parents by the Easter prior to their child starting and if a child is offered a place, parents must confirm acceptance within two weeks. Should there be any spaces remaining after this date, places will be offered on a first come first served basis.

The final decision on when the child is admitted and the allocation of sessions rests with the Headteacher and governing body of the school. Every effort will be made to accommodate parents' preferences.



However, this cannot be guaranteed, as the school’s first priority will be to ensure that Nursery sessions are organised to best meet the needs of all children.

**What happens after your child has been offered a Nursery place?**

You will receive a letter detailing the induction meeting and sessions (one in June and one in September). This will enable you and your child to meet staff and familiarise yourselves with your new surroundings. You will also receive forms to complete and return. Please ensure these are returned by the deadline given.

You will need to make a separate application for full time education in the Reception class of a particular school. From the middle of September, you will be sent information by the school and an application must be submitted by the deadline date of January, for those children starting fulltime education the following September. Further details are available at:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

**Attendance at Hedgehogs Nursery class**

There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.

Since places in the Nursery Unit are limited, parents/carers are advised that a poor record of attendance without good cause, may lead to their child’s place being given to someone else.

Parents/carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 18 years.

The adult who accompanies the child will need to ensure that they register the child at the beginning of each session and make their presence known to staff when they collect a child.

**Terms and conditions**

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or optional activities. Hadleigh Hedgehogs provides 38 weeks of Monday to Friday Nursery provision, led by a qualified teacher/s, as follows: **These are our usual timings:**

<b>Morning sessions</b>	8:30 a.m. to 11:30 a.m.	3 hours
<b>Paid lunchtime</b>	11:30 a.m. to 12:30 p.m.	1 hour - (£4.50 bringing a packed lunch) <b>OR</b> (£5.50 with a hot school meal)
<b>Afternoon sessions</b>	12:30 p.m. to 3:30 p.m.	3 hours



These sessions can be funded by:

- 15 hours free Nursery provision for all 3- and 4-years olds (Universal entitlement)
- 30 hours free Nursery provision for eligible applicants (Extended entitlement)
- Additional paid sessions - £16 per 3-hour session, paid as a minimum of a week in advance

If staying all day, then children must pay for lunchtime at £4.50/£5.50 as above.

Any school trips are costed and charged separately as and when required. The school will cover the cost for children entitled to Early Years Pupil Premium funding as at the day of the trip. School trips may take place during a session or over a whole day; we will provide full information at the appropriate time.

A grace period for the 30 hours' eligibility has been decided by the government thus enabling parents to maintain their childcare place for a short period if they become ineligible for the 30 hours funding. Parents must reconfirm their eligibility for 30 hours funding termly, to ensure continuation of funding and eligibility.

## **Complaints**

Any complaints regarding Nursery admissions will be considered under the school's complaints procedures (see website for process).



## Oversubscription Criteria

## APPENDIX A

*N.B. These criteria will only apply if we are oversubscribed and therefore cannot admit all of the children whose parents are applying for a Nursery place.*

The Governing Body and Headteacher will consider all applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be considered.

1. **Children with Special Educational Needs (SEND)** any child aged 3 or 4 years' old who have an Education, Health and Care Plan (EHCP) for SEND that names H.C.P.S. Nursery will be offered a place.
2. **Pupils in public care** (Looked After Children) who are looked after at the time an application for school is made or will be looked after at the time when the child is admitted to nursery/adopted from care/ potentially special guardianship cases.
3. Children who are the subject of **a recognised Child Protection Plan** (under current legislation and drawn up by social care services) where HCPS Nursery is named.
4. Children entitled to **Early Years Pupil Premium funding**:

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-3-and-4-year-olds/early-years-pupil-premium-eypp/>

5. Children wanting to take their **full 15-hour free entitlement** at our Nursery
6. **Children with a sibling at Hadleigh Community Primary School** at the time when the child is admitted to nursery.
7. **Date of birth priority** with oldest children admitted first.

### Tiebreak:

If there are not enough spaces for children requesting places, and it is not possible to distinguish between applicants in a particular category then a random ballot will take place.



## Oversubscription Criteria

## Supporting Notes

### Previously looked after children:

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### Siblings:

Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

### Twins, triplets and other multiple births:

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

### Ordinarily resident:

By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent/own a second home in the catchment area, or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.