

BRIGHTSTART MONTESSORI NURSERY ADMISSIONS POLICY

This Admission Policy is issued to all families as part of the registration process. It is also available for Parents/Carers to view in our Nursery Policy Folder and on our website.

Enquiries We make information about our Early Education offer and admissions criteria available to parents/carers at the point the child first accesses provision at their setting. All policies and procedures are available to share with parent/carers to enable them to make an informed decision about their childcare arrangements.

Childcare Provision The Nursery is open Monday to Fridays. We are open for 190 days per year and we broadly follow the Norfolk Model Calendar for school term times.

The morning session lasts from 9.00am to 12.00 midday. The lunch session lasts from 12.00 midday to 12.30pm. The afternoon session lasts from 12.30pm to 3.30pm. The twilight session lasts from 3.30pm to 4.30pm, two days per week. Only children eligible for 3 & 4-year-old funding, who have attended the corresponding afternoon session, may attend twilight sessions. A charge for the whole session is made, even if a child attends for only part of that session.

Many children stay all day and bring a healthy packed lunch. Admission is to all children, of every ability, language group, creed and race. The Nursery usually admits children at the start of the term after their second birthday or when they are ready to access our Montessori environment. Many children arrive toilet trained but we can assist younger children in this if the parent wishes.

Early Education Offer

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- not before 6.00am or after 8.00pm
- a maximum of two settings in a single day

We recommend that each child initially attends for two sessions per week. When parents/carers and Nursery staff consider the child ready for more sessions per week, these can be increased as appropriate. Most children start attending Brightstart in September or January but if a vacancy exists, children can start at other times during the year.

Occasionally, we may find that a child is not ready to access our Montessori environment after admission. In this case, we would recommend to parents they delay their child attending Brightstart until the start of the following term. This approach has been very successful in the past.

Fees (Registration Fee and Retainer Fee) Please see our Charging Policy for details of these fees.

Registration Process Parents/carers contact the Nursery to make an initial enquiry usually by email/telephone/via our website. Parents/carers are invited into the Nursery with their child to look around our setting, view our policy documents and ask any relevant questions. Parents

receive a registration form to complete. Once a completed registration form, registration fee and deposit have been received, an acknowledgement is sent confirming the sessions allocated to the child and the child's start date.

Waiting Lists Places are allocated on a first come, first served basis. Should we reach our capacity for any session, the child may be placed on our waiting list. If a place becomes available for a session that was previously full, we consult our waiting list and offer the session as appropriate.

Settling-in Sessions We invite children to a short taster session with their parent/carer just before they are due to start Nursery "properly". This is to introduce the child to their Key Worker and to become familiar with the Nursery environment. After this initial introduction to the Nursery, parents/carers are encouraged to leave their child at Nursery for an agreed period during the child's first few sessions. This can be gradually extended until the child can manage a full session but is dependent on the needs of the child.

Documentation required to confirm eligibility to Early Education Funding

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's full name and date of birth e.g. Birth Certificate. This is to confirm when they will reach/that they have reached the eligible age for Norfolk County Council funded hours. A copy will not be retained but may be requested again at a later date.

Process to claim 2 Year Old Funding Parents/carers should provide the Nursery with their 6 character funding code. We issue Parent/Carer Claim forms before/at the start of each term. These must be completed and signed by parents/carers and returned to Nursery promptly. Brightstart are then able to claim funding from the Local Authority on behalf of the parents/carers.

Process to claim Universal 3 & 4 Year Old Early Education Funding We issue Parent/Carer Claim forms before/at the start of each term. These must be completed and signed by parents/carers and returned to Nursery promptly. Brightstart are then able to claim funding from the Local Authority on behalf of the parents/carers.

Process to claim Extended Entitlement Funding (up to 30 hours) Parents/carers should provide the Nursery with their 11 digit funding code. We issue Parent/Carer Claim forms before/at the start of each term. These must be completed and signed by parents/carers and returned to Nursery promptly. Brightstart are then able to claim funding from the Local Authority on behalf of the parents/carers.

It is compulsory for parents/carers to complete Parent/Carer forms to claim Early Education Funding. If a signed completed form is not received, we are unable to claim funding for the child and parents/carers will be invoiced at our usual hourly rate for their childcare.

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

Monday to Friday: 9.00am to 3.30pm

In addition, funding can be claimed for our 3.30pm - 4.30pm twilight sessions, two days per week. (Monday & Wednesday in North Walsham, Tuesday & Thursday in Scottow)

We will work with parents to ensure that as far as possible the sessions that can be taken as funded provision are convenient for parents.

Contractual Arrangements Parents/carers are asked to sign a Parent/Nursery Agreement as part of the registration process.

SEND (Special Educational Needs and Disabilities)

Children with special needs are accepted and usually manage very well in the Montessori environment. Children with SEND are considered on an individual basis. Please refer to our 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.

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 children's outcomes.

This policy was discussed and agreed in October 2021. It will be reviewed on an annual basis. The next review will be no later than June 2022.