

BRIGHTSTART MONTESSORI NURSERY ADMISSIONS POLICY

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth e.g. Birth Certificate / Passport. This is to confirm the child has reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Nursery/Local Authority for audit or fraud investigation purposes.

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Early Education is offered to families for 38 weeks (190 days) each year.

Funded hours can be claimed –

- Mon – 6.5 hours = 8:45am to 3:15pm
- Tues – 6.5 hours = 8:45am to 3:15pm
- Wed – 6.5 hours = 8:45am to 3:15pm
- Thur – 6.5 hours = 8:45am to 3:15pm
- Fri – 6.5 hours = 8:45am to 3:15pm

There are 10 fully funded places for families, these sessions are available –

- Mon – max hours = 3 = 9:00am to 12:00 midday
- Tues – max hours = 3 = 9:00am to 12:00 midday
- Wed – max hours = 3 = 9:00am to 12:00 midday
- Thur – max hours = 3 = 9:00am to 12:00 midday
- Fri – max hours = 3 = 9:00am to 12:00 midday

These places are limited and will be offered to families who are unable to pay the Consumables Charge and are receiving some additional forms of government support.

If you are unable to pay our charges, please speak with the Nursery Manager to discuss the alternative options available.

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The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on our website www.brightstartnursery.org

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in our setting. Where required, we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will:

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice.
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

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 their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

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

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Complaints Policy

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our website www.brightstartnursery.org

Where parents/carers are not satisfied that their child is receiving the funded entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), please speak with the Nursery Manager in the first instance. If you are unhappy with the outcome of this conversation, a written complaint can then be submitted directly to the Nursery Manager.

This policy was discussed and agreed in May 2024. It will be reviewed on an annual basis. The next review will be no later than May 2025.