



Rise Park

Sunbeams Nursery

Nursery Admissions Policy 2023 – 2024

We are an Infant and Junior academy within the Success for All Educational Trust. Our school is an inclusive school and we are firmly committed to serving the needs of all the children in our local community. Our admissions policy is set by the London Borough of Havering.

At Sunbeams Nursery, we offer 15 hours a week free early education (Universal Entitlement), together with Extended Entitlement of an additional 15 hours eligible families who can provide a valid HMRC code. The parent must provide a valid 11 digit 30 hour code from the Childcare Service by the end of the term before the code is to be used. We also offer the opportunity to self-fund for these additional 15 hours.

Please note that, if your child is eligible for 30 hours Extended Provision but wish to split the hours at our nursery and another setting (for example a child minder), we can only accept applications where Sunbeams Nursery is the prime childcare provider. Therefore, the hours at our nursery consist of the Universal Entitlement.

Please note that we cannot accept a child on the 30 hour entitlement basis until we have verified the age of the child by seeing their birth certificate, and their 30 hour code has been validated with Havering. Until this code has been validated you, as the parent, will be responsible for paying the cost of any amount exceeding the 15 hours Universal entitlement. If at any point within the academic year, your child falls out of eligibility, the cost of the provision will be your responsibility and you will be invoiced accordingly. Please see below for further information on checking eligibility in respect of the extended entitlement.

All provision will be located at Rise Park Academies and is offered in line with the school opening times and term dates. Parents should check the school website for term dates and school closure for INSET days.

C Flack, Nursery Manager
September 2023

Sessions

Our Nursery provision will be able to provide families with part time hours (5 morning or 5 afternoon sessions, totalling 15 hours per week) and full time (30 hours per week). We are unable to accommodate any hours outside of these sessions.

Part time Universal Entitlement places are *either* 8:30am – 11:30am (mornings) or 12:30pm – 3:30pm (afternoons), Monday – Friday.

Full time Extended Entitlement places are from 8:30am – 3:30pm. There is an additional cost of £6.00 per day for lunchtime supervision with parents providing a packed lunch for their child. Your child will need to go home between the two sessions unless you opt to self-pay for a lunchtime place. These are also Monday – Friday.

Full time Universal Entitlement places, with 15 self-funded hours are from 8:30am – 3:30pm. As above, there is an additional cost of £6.00 per day for lunchtime supervision with parents providing a packed lunch for their child. Your child will need to go home between the two sessions unless you opt to self-pay for a lunchtime place. These are also Monday – Friday. As of September 2023, the extra session charge will be £18.00 per session.

Unfortunately, 15 or 30 hours free entitlements cannot be used to cover lunchtime costs.

Lunch sessions can be added to morning and afternoon sessions on a parental choice basis. These will be included in your contract if requested. The daily charge of £6.00 still applies.

Admission Criteria

1. **Places will be offered firstly to Looked After Children and previously Looked After Children, i.e. for Looked After Children**, children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; and **previously Looked After Children**, children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

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2. **Places will be offered to children who have a brother or sister**, including an adopted, foster, half- or step brother or sister, living at the same address who is attending one of the Rise Park Schools at the time of admission.
3. **Places will then be offered in cases of exceptional family, social or medical need** (which must be described on the application form and verified by professionally supported evidence) which makes this school the most suitable one for the child;
4. **The remaining places will be offered to children who live nearest to the school**, as measured by a straight line to the nearest school gate.

We operate an inclusion and equality policy and allocate places irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

The offer of a nursery place does not guarantee a place in our Reception classes, for which you will have to apply separately.

Prior to a child attending nursery, parents will complete a registration form and sign a contract. These forms provide the nursery with personal details relating to the child. (e.g. name, date of birth, address, fees and sessions, etc.). These are stored in line with GDPR regulations.

Application forms can be obtained from the school office, or by emailing nursery@riseparkinf.org.uk. These can be filled in by hand and returned to the office, or electronically and returned via email. Parents will be informed via a telephone call, followed by a confirmation letter if their application has been successful. You should expect to hear from us by: June to start in September; November to start in January; and February to start in April.

Before starting at Sunbeams Nursery

It is important that your child is ready for Nursery when they join us, therefore children will need to be toilet trained and out of nappies before starting at Sunbeams Nursery.

As places at Sunbeams Nursery are limited, parents/carers are advised that a poor record of attendance without good cause, may jeopardise their child's place with us. If your child is unable to attend their session, parents/carers must contact the key worker or Nursery Manager via Class Dojo before the session starts. If no contact is

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made the school will telephone the numbers on the contact list to source a reason for absence.

Before your child starts Nursery, we ask to see the child's full birth certificate and proof of address. A copy of the Birth Certificate will be taken by school staff and stored securely. Your place in the Nursery will be confirmed when you have received confirmation of your sessions, you have signed the relevant contract and returned it to us.

Parents/carer's will be asked to bring their child for a visit to the Nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

Parents/carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years. We also ask that adults who collect the children refrain from using their mobile phones during drop off and collection – we will wait until you are suitably available before dismissing your child, or welcoming them into Nursery.

Children who stay at Nursery over lunchtime will need to bring a packed lunch with them, to be eaten at lunchtime. Please refer to the Nursery Parent Handbook for details of what this may contain.

If your child stays at Nursery over lunchtime, parents will be required to pay a charge for lunchtime supervision. This charge is set by the Governing Body. The charge for 1 hour lunchtime supervision is currently set at £6.00. This charge is still payable if your child is absent from nursery. All fees are payable by the invoice due date, failure to do this will result in the Nursery place being jeopardised. Your child's place at Sunbeams Nursery will be revoked if fees remain outstanding beyond 14 days from their due date.

Other Information

If you wish to withdraw your child from Sunbeams Nursery, written confirmation must be given 4 weeks in advance of your child leaving.

A voluntary contribution of £1.00 per week for the Nursery Fund is used to provide extra resources for the nursery.

In line with the terms and conditions outlined in the Nursery contract, except in emergency situations, where children are not collected from Nursery within 15 minutes of their session ending, a charge will be made to the child's parent or carer. The school accepts that a variety of emergency situations can arise due to

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unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency.

Childcare and HMRC links

30 hours of funded childcare for working parents of 3 & 4 year olds explained:

Follow this link: <https://www.childcarechoices.gov.uk/>

For a more detailed guide to the 30 hours eligibility criteria see the guide at <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

Parents will be able to apply for both a 30 hour code and Tax-Free Childcare at the same time by entering their details once. HMRC will check the eligibility for both schemes concurrently. Parents will not need to apply through the digital childcare service if they only want to claim the universal 15 hours entitlement for three and four year olds.

Parents/carers are responsible for renewing their codes and entitlements before expiration.