



Little Seedlings Nursery & Seedlings Nursery

Admissions Policy

2024/2025

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1.0 Aims and Expectations

1.1 The purpose of this policy is:

- A. To ensure the transparent allocation of places for children to access integrated care and education at Seedlings Nursery and Little Seedlings Nursery within Hampton Vale Primary Academy.
- B. To outline how all children in our community have ease of access and to provide the required support to ensure parents/guardians are well informed of the services and facilities available to them.

2.0 Provision and Application - Little Seedlings Nursery

2.1 Little Seedlings Nursery is a nursery setting that has a separate OfSTED registration to the main academy, but falls under the governance of Hampton Vale Primary Academy. It caters for children aged between 4 months and 2 years old.

2.2 When a child turns two years old they will move into the Serpentine room within Seedlings Nursery.

2.3 Within Little Seedlings Nursery we are able to cater for up to 9 children in a session and we operate on a ratio of at least 1 adult for every three children.

2.4 Little Seedlings Nursery has two sessions per day. It operates Monday - Friday term time only. Please find the session times below:

- A. Morning session: 8:45 am - 11:45 am
- B. Afternoon session 12:15 pm - 3:15 pm

2.5 In addition to the sessions outlined above, we are also able to offer wraparound childcare provision for additional fees:

- A. Explorers morning provision: 7:45 am - 8:45 am
- B. Lunchtime supervision session: 11:45 am - 12:15 pm
- C. Explorers afternoon provision: 3:15 pm - 4:30 pm

2.6 The wraparound provision that is available for Little Seedlings children to attend will take place within the Little Seedlings room and will follow all Little Seedlings routines, policies and curriculum delivery. All staff will have appropriate training in caring for children of this age.

2.7 To apply for a place at Little Seedlings Nursery an application form must be filled out and returned to the school office. Allocation of places is outlined within this policy.

2.8 If a parent or guardian would like to access Explorers wraparound childcare they must book their child into the provision separately using their MCAS app. Being allocated a place within our nursery sessions does not automatically guarantee a place within Explorers.

3.0 Provision and Application - Seedlings Nursery

3.1 Within Seedlings Nursery we have two rooms offering childcare from age two upwards: Serpentine and Burghley.

3.2 The provision in the Serpentine room is for children aged two and three years old, and who are not yet in their preschool year.

3.3. The provision in Burghley caters for children that are aged three and four years old and are usually in their preschool year.

3.4 Occasionally, nursery staff may place a child in one of the nursery rooms that is outside of their age band in order to ensure that a child is receiving appropriate support for their current stage of development. When this happens, key persons will communicate with the parents and guardians why this is happening and how the provision will meet the unique needs of their child.

3.5 From September 2023 we will be able to offer up to 20 places within a session within our Serpentine provision. We operate on a ratio of at least 1 adult for every five children in line with the statutory Early Years framework.

3.6 Within Burghley we are able to offer up to 56 places within each morning and afternoon session. However, we reserve the right to cap a lower number of places if deemed necessary. We operate this room on a ratio of one adult to every 8 children in line with the statutory Early Years framework.

3.7 Little Seedlings Nursery and Seedlings Nursery has two sessions per day. It operates Monday - Friday term time only. Please find the session times below:

A. Morning session: 8:45 am - 11:45 am

B. Afternoon session 12:15 pm - 3:15 pm

3.8 In addition to the sessions outlined above, we are also able to offer wraparound childcare provision for additional fees:

A. Explorers morning provision: 7:45 am - 8:45 am

B. Lunchtime supervision session: 11:45 am - 12:15 pm

C. Explorers afternoon provision: 3:15 pm - 6:00 pm

3.9 If a parent or guardian would like to access Explorers wraparound childcare they must book their child into the provision separately using their MCAS app. Being allocated a place within our nursery sessions does not automatically guarantee a place within Explorers.

4.0 Allocation of Places & Oversubscription Criteria:

4.1 When our nursery sessions are currently at capacity and a new place becomes available, we operate a waiting list and places are allocated and offered out to families according to the following criteria:

A. Looked after children and children on a child in need or child protection plan.

B. Children with special educational needs.

- C. Children of staff that currently work within the academy.
- D. Those children that have siblings who currently attend Hampton Vale Primary Academy.
- E. Those children living in close proximity to the academy.
- F. Those children living in the academy catchment area.

4.2 We reserve the right to offer a place to a child that may be subject to a Child Protection Plan, considered to be a Child In Need, or by attending Seedlings it means that as a setting we can more effectively meet their safeguarding needs.

4.3 When a place becomes available we also give priority to current pupils to increase or change their sessions. Parents/carers need to request these session changes by completing a Change of Session form.

4.4 Changes to sessions usually begin at the start of a new half term and with two weeks' notice prior to the end of the current half term. This is subject to the requested sessions being available and we always offer to current families first in order of application made.

4.5 We cannot reserve nursery spaces for children to increase their time once they have started on roll with us. If a parent/carer decides not to take up their full allocation of sessions when their child begins, these spaces will be allocated to the next child on the waiting list.

5.0 Session Times and Charges

5.1 Children are able to access the following session times, dependent on availability:

Little Seedlings Provision (Under 2s) 2024/2025		
Session:	Time:	Cost:
Morning Explorers Wraparound Childcare	7:45 am - 8:45 am	£4.60 (£3.60 sibling rate)
Morning Session	8:45 am - 11:45 am	£24
Lunchtime Supervision	11:45 am - 12:15 pm	£2
Afternoon Session	12:15 pm - 3:15 pm	£24
Afternoon Explorers Wraparound Childcare	3:15 pm - 4:30 pm	£5.00 (£4.00 sibling rate)

Seedlings Provision Ages 2 - 4 2024/2025					
Children Aged 2			Children Aged 3 & 4		
Session:	Time:	Cost:	Session:	Time:	Cost:
Morning Explorers Wraparound Childcare	7:45 am - 8:45 am	£4.60 (£3.60 sibling rate)	Morning Explorers Wraparound Childcare	7:45 am - 8:45 am	£4.60 (£3.60 sibling rate)
Morning Session	8:45 am - 11:45 am	£24	Morning Session	8:45 am - 11:45 am	£22
Lunchtime Supervision	11:45 am - 12:15 pm	£2	Lunchtime Supervision	11:45 am - 12:15 pm	£2
Afternoon Session	12:15 pm - 3:15 pm	£24	Afternoon Session	12:15 pm - 3:15 pm	£22
Afternoon Explorers Wraparound Childcare	3:15 pm - 4:30 pm	£5.00 (£4.00 sibling rate)	Afternoon Explorers Wraparound Childcare	3:15 pm - 4:30 pm	£5.00 (£4.00 sibling rate)
	3:15 pm - 6:00 pm	£9.20 (£7.20 sibling rate)		3:15 pm - 6:00 pm	£9.20 (£7.20 sibling rate)

6.0 Invoices & Payment

6.1 Parents and guardians will receive invoices via email on a half termly basis for the current half term.

6.2 Invoices are usually sent out within the first two weeks of the half term.

6.3 A date for payment to be received by is clearly marked on all invoices.

6.4 Payments must be made via bank transfer to:

- I. Lloyds Bank - Account name: Hampton Vale Primary Academy
- II. Account number: 12331168
- III. Sort code: 30-78-83
- IV. Reference: Individual child's name

6.5 Parents and guardians will receive a receipt via email to acknowledge paid fees.

6.6 Late payment could result in a child losing their place within our nursery setting, as well as a debt recovery agency being instructed to recover unpaid fees.

6.7 If a child is ill or unwell their sessions missed must still be paid for in full.

7.0 Government Funding

7.1 We accept government funding for 15 hours childcare for eligible two, three and four year olds. We also accept 30 hours childcare funding for eligible three and four year olds in our setting.

7.2 For new starters that are aged 9 months, and fit the eligibility criteria, the 15 hours funding code can be gained from the local authority when the child becomes eligible. Please note that funding cannot be claimed until the first full term after their 9th month birthday. The code must be provided to the setting from the government funding website.

7.3 Before the child starts attending Seedlings Nursery parents/guardians will need to produce a copy of the funding letter they will have received from the local authority if they wish to claim. Please see the Peterborough City Council website for advice on eligibility and how to apply: <https://www.peterborough.gov.uk/residents/nurseries-and-childcare/free-for-twos-childcare#option---1-0>.

7.4 For new starters that are aged three years old funding cannot be claimed until the first full term after their third birthday. Children aged three years old do not require a 15 hour funding code in order to claim for this provision.

7.5 For parents of children aged three and four years old that are eligible to claim for 30 hours free funding, a code must be provided to the setting which can be obtained from: <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

7.6 The 30 hours funding codes must be re-applied for by parents every three months. Failure to re-apply/validate the code will put your funding at risk. If parents no longer have a valid code they will be charged for all the sessions that their child attends.

7.7 For all new starters that transfer from another childcare setting a four week notice period must be given to the previous childcare provider. This will allow time for the funding to be cancelled at the old setting and then claimed for at the new setting (Little Seedlings & Seedlings Nursery).

7.8 Failure to provide the 4 weeks notice will put the funding at risk and the parents/carers could be asked to pay for sessions until the funding is in place.

8.0 Reception Applications

8.1 Gaining a place in Seedlings Nursery is not a guarantee of a reception place at Hampton Vale Primary Academy.

8.2 Parents/guardians will still need to go through the usual Local Authority admissions processes to gain a Reception place at Hampton Vale Primary Academy.

9.0 Policy Review

9.1 This policy will be reviewed annually.