



# Poppins Day Nursery

## Nursery Educational Funding (NEF) Policy and Procedure

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### Our Policy

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Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables (paper towels, paper, paint, tissues etc), additional hours or additional services.

At Poppins Day Nursery we offer funded places for two, three and four year olds consistently to all families, whether in receipt of 15 or 30 hours. We will work with parents to ensure that far as possible the pattern of hours are convenient for parents' working hours and that all children accessing their funded entitlements receive the same high quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

At all times Poppins Day Nursery ensures that we take into account the statutory funding requirements from Worcestershire County Council.

### Our NEF offer procedures

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We offer stretched funded hour's to eligible children, based on sessions we provide at the setting between our opening hours of 7.30am-6.00pm, Monday – Friday all year round (52 weeks).

We will not offer places to families until the child's eligibility has been checked and we have received confirmation. This will be done by:

- Checking the child's age through their birth certificate or passport
- requesting the reference eligibility code or confirmation certificate from the parent/carer
- Completion of a parent declaration form



## Our Two year old NEF offer

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The government offers 15 hours of funded early education for eligible families based on 38 weeks per year. In order for Poppins Day Nursery to offer a two year old place utilising Nursery Educational Funding, parents must provide the setting with their confirmation certificate which includes a reference number and proof of date of birth.

To ensure it is beneficial for the consistency for our children and setting, we offer these hours spread out throughout 52 weeks a year (Stretched offer). This means that parents can claim these hours throughout the year, without any breaks in their childcare totalling up to 10.96 hours per week.

## Our two year old fully funded offer

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At Poppins we offer two fully funded options

## Three/four year free early education

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Every child is eligible to 15 hours free early education in the term after their third birthday. This eligibility remains until they start full time school, by the term after their fifth birthday. This funding is universal and open to all children.

Poppins Day Nursery operates the same procedure for the hours of funding we offer and spreads these 15 hours, over a 52 week period. This entitles families to 10.96 hours a week, which can be spread out in the same way as the two year funding.

## Our Aims and Procedures

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Poppins will use the following admission criteria when taking into account other matters in deciding which child can be offered a place in the nursery are;

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
- When the application is received (extra priority is given to those who have been on the waiting list the longest.)
- Our ability to provide the facilities for the welfare of the child.
- Those children who are siblings of those already with us.
- The effect on the existing children and staff of the admission of that child.
- Any extenuating circumstances affecting the child's welfare of his/her family.



A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. We never have and have no intention in the future of discriminating against any child on the grounds of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. The Disability Discrimination Act 1995 and the 2005 amendments lay down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. We will in their case however carry out an additional review of their individual circumstances and requirements and then assess our ability at Poppins Day Nursery to meet those needs. If we are able to meet those needs by making reasonable adjustments we will do so. This is necessary to fulfil our prime objective, a standard of care that ensures the welfare of all the children, all the time.

Prior to a child attending nursery, parents must complete and sign a registration form and Parent Pack. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, allergies, parental consent and vaccinations etc.

## Providers eligible to provide government funded only places for Early Education

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All settings registered to accept government funding (detailed in the code of practice) must offer funded only places for eligible 2 year olds and 3 to 4 year olds for early learning sessions specified by the local authority. At Poppins Day Nursery we currently provide 4 fully funded only places available for children subject to availability. These places will be allocated on a first come, first served basis. Please note for admissions for the funded only education for 3 and 4 years old, we have a termly intake, beginning the term following your child's 3<sup>rd</sup> birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government, these sessions are completely free of charge and only require £10 per day to cover the cost of 3 meals per day provided by Poppins. All consumables are offered free of charge for fully funded only places. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

## Policy review

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This policy will be reviewed annually or when an incident occurs or if there are new local or national policies and procedures. The review process will be led by the Manager and include all those working in the setting.