



## Dallimore Primary and Nursery School Two-Year-Olds Nursery - Admission Policy

### Local Authority funded places

In order to improve the attainment and life chances of some of our most disadvantaged children and support working parents the Government provides funding places to eligible children. This is applicable to all 2 year olds whose family receives one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- child tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

A family must apply to the Local Authority via the Early Years webpage to request a childcare place. They are then given a code to confirm that their child is eligible. This is passed to the Office who will then be able to assess if there is a place available. We operate 2 types of sessions for 15 hrs funded places – 5 x mornings or 5 x afternoon place. We also have a limited number of paid for places which 'top up' our funded places and can be for any number of sessions depending on availability.

Where there is a waiting list, priority will be given by the Governors to admission applications as ordered here:

1. Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
2. Children who are on the Child Protection Register and live in the normal area served by the school.
3. Children who are both living in the normal catchment area of the school and have siblings of compulsory school age attending the school at the time of admission.
4. Children who are the subject of a statutory assessment or a statement of special educational needs and live in the normal area served by the school.
5. Children where there is outside agency involvement and live in the normal area served by the school.
6. Children from the normal area of the school in date of birth order.
7. Children from the wider area of the school in date of birth order who have siblings attending school at the time of admission.
8. Children from the wider area of the school in date of birth order.

N.B. Children who attend the Two year old Nursery do not have an automatic place in the Reception classes at Dallimore Primary and Nursery School and should apply through Derbyshire County Council central admissions.

### **Fee paying**

Whilst the 2 year nursery is primarily for children who are eligible for the 2 year funded places, we recognise that there may be some families who may not be eligible for the funding but would benefit from the offer of local child care.

**Places will be offered to fee paying parents if there are surplus places and staffing ratios are not compromised.**

The administration and procedures for payment are detailed in the 'Charging policy statement'



## Dallimore Primary and Nursery School Two-Year-Olds Nursery General Policy

At Dallimore Primary and Nursery school we aim to provide the highest quality education and care for all our children. We offer a warm welcome to each individual child and their family and provide a caring environment in which all children can learn and develop as they play.

The Nursery will allow a settling in period for the child to enable their Key Person and other practitioners to build up a good knowledge of the child's development, abilities and interests before submitting baseline data via itrack. This will be around six to eight weeks. The Statutory Framework for the Early Years Foundation Stage Curriculum states that parents and carers must be supplied with a short written summary of their child's development in the three prime areas of learning and development of the EYFS. The prime areas are Personal, Social and Emotional Development, Communication and Language and Physical Development. This needs to be completed when the child is aged between 24-36 months and is usually completed prior to the child moving to the Three-Year Unit.

The aims of the progress check are to:

- Review a child's development in the three prime areas of the EYFS.
- Share this information with parents at an agreed time to ensure they have a clear picture of their child's development.
- Enable staff to understand the child's needs and plan activities and experiences to meet their needs in the Nursery.
- Enable parents to understand the child's needs and enhance development at home, with support from the Nursery staff.
- Record areas where the child is progressing well and identify any areas where progress is below Age Related Expectations.
- Discuss the actions that the Nursery will take to address any developmental concerns (including working with other professionals where appropriate).

The progress check will:

- Be completed by a practitioner who knows the child well and works directly with them in the Nursery – this will normally be the Lead practitioner in conjunction with the child's Key Person.

- Include ongoing observational assessments carried out as part of everyday practice in the setting.
- Be based on skills, knowledge, understanding and behaviour that the child demonstrates consistently and independently.
- Take account of the views of other practitioners and, where relevant, other professionals working with the child.

The progress check will:

- Present a truthful yet sensitive reflection of what the child can do and their achievements.
- Identify areas where the child is progressing at a slower pace than expected.
- Recognise parents' knowledge of their child by incorporating their observations and comments and explain how their child's learning and development will be supported in the Nursery.

In the case of children who are attending more than one setting, the progress check will normally be carried out by the child's Key Person at the setting where the child spends the greatest amount of time each week.



## Dallimore Primary and Nursery School Two Year Olds Nursery – Eat and Sleep Policy

This policy links to: The Early Years Foundation Stage DfE 2021 Statutory Framework, setting the standards for learning, development and care for children from birth to five.

### **IMPORTANT**

We recognise that young children get very tired during the day and may need opportunities to rest and sleep within nursery. Every child's needs are different, so we provide flexibility and opportunities for children to take rests and naps as they need and desire. It is very important that young children get the sleep they need and so we facilitate this in the nursery and understand that it is an important part of their personal and developmental needs.

### **COMFORT BLANKETS AND TOYS**

Comfort blankets and toys are welcome for they bring reassurance to small children, especially when they are new to nursery and during rest and sleep times.

### **REST AREAS**

Within the nursery room there is a carpeted quiet area with soft seating where children can go to if they wish to rest and relax. Sleep mats and lightweight blankets are provided. These are all in first class condition, clean and fit for purpose. Pillows are not used. Bedding is washed after every use.

### **STAFF**

Staff are fully aware of the fact that children need to rest and sleep. They appreciate that children have individual needs and routines which vary as they grow and develop. Children are encouraged to indicate if they are tired and need to rest and are also encouraged to take a rest or nap if they appear tired.

### **PARENTS' WISHES**

The preferences and wishes of parents are always valued and respected and staff work closely with them on a daily basis to ensure each child's individual needs are carefully met.

Initially parents complete an “All About Me” booklet which identifies the child’s current sleep routine in order for their child to continue the same routine in nursery.

## **SLEEP RECORDS**

Sleep records are completed each day so confirmation is always available regarding the times each child has slept on any given day. Parents are kept informed verbally at the end of each session if their child has slept.

## **SLEEP ROUTINE**

A member of staff helps children to settle to sleep and remains in the room, or within earshot, at all times when children are sleeping.



## **Dallimore Primary and Nursery School Two Year Olds Nursery – Risk Assessment Policy**

The Nursery staff will carry out risk assessments on a daily basis, before the nursery opens at 8.45 am and after the nursery closes at 3.45 pm

All staff are required to be vigilant throughout the nursery day, ensuring that the nursery is safe and secure for children, staff, and all visitors. If any risks are identified they must be dealt with instantly and reported to the EYFS coordinator.

Any risks that are identified will be recorded on the Risk Assessment Sheet and any further course of action will be decided by the EYFS coordinator and if necessary reported to the Headteacher or School Business Manager. The risks that are identified will be made aware to all staff/ students/ volunteers and discussed on a daily basis.

The EYFS coordinator and caretaker are responsible for monitoring the risks and dealing with them correctly.

Reviewed – June 2022

Next Review date – June 2024