



HUCKNALL FLYING HIGH ACADEMY NURSERY ADDITIONAL GUIDANCE INFORMATION

(Please use this information alongside the application form)

GENERAL INFORMATION

The Hucknall Flying High Academy Nursery has been established to support families within the local community through the provision of both high-quality childcare and early education. The Nursery, during term time, will have a qualified Nursery/Early Years teacher who will be responsible for ensuring appropriate learning opportunities are provided which will enable your child to maximise their learning. These learning opportunities will continue to be embedded during the nursery provision accessed during the school holidays and will also feed into the learning opportunities provided in Reception and subsequent school years. We want to ensure that the Hucknall Flying High Academy Nursery supports your child in having the best start in their learning journey.

We have worked hard to ensure we have a nursery provision which is more than a 'school provision'. Our nursery dovetails with the wrap-around care which is provided within all other year groups within school, enabling parents to have access to education and care for their children from 7am until 6pm each day and during the majority of the school holidays. We hope that this will enable parents to feel secure in knowing that their children are well looked after, happy and that they are provided with opportunities which will support them in developing into successful and happy young people.

We hope this guidance and information will support you in completing our Nursery Admission Form, which is more complicated than normal, due to the fact that we are aiming to provide a 'flexible provision' which supports the differing needs within the Hucknall Flying High Academy community.

SECTION A – Your Child's Details

In this section you need to complete your child's details. In case we need to **apply our over subscription criteria** it is important that we are able to identify whether the child for which the application has been made either a) **has a statement of SEN or an Education, Health and Care Plan (EHCP)** and b) **whether the child meets the criteria for children in care**. To support parents in determining whether the child is a looked after child the following guidance has been provided:

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Children in Care include – looked after children and children who were previously looked after but immediately after being looked after became the subject to adoption, a child arrangement order, or special guardianship order.

SECTION B – Siblings

In this section you need to identify if the child has a sibling/siblings who is already in the school (not applicable for September 2019) or a sibling/siblings for which an application has

been made. **The names of the siblings will need to be identified, including the year group they are currently in or will be in when they join the school.**

To support completion of the form the definition of siblings has been identified below:

'Siblings' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

SECTION C – Your Requirements

This is a **very important section** as **places will be allocated in line with places available in relation to the Extended Day (or ½ Extended Day) provision AND the Core Day (or ½ Core Day) provision.** For admissions in September 2019 places have been allocated based on the following:

3 year olds

- 14 Extended Day Places per day (or equivalent places taking account of ½ day Extended Day Places)
- 10 Core Day Places across the 5 days (or equivalent places taking account of ½ day Core Day Places)

2 year olds

- 2 Extended Day Places per day (or equivalent places taking account of ½ day Extended Day Places) [THIS HAS BEEN SET AT A MAXIMUM OF 3 DAILY PLACES FOR 2 YEAR OLDS]

Extended Day or Extended ½ Day Places

Extended Day Places are typical Day Nursery Places and designed to support working parents. The Extended Day places are available between 7am to 6pm, with parents using 10 hours of their entitlement in any one day OR the Extended ½ Day places are between 7am – 12.30pm (morning session) or 12.30pm – 6pm (afternoon session) with parents using 5 hours of their entitlement in any one day.

Some worked scenarios have been identified below. These scenarios relate to school term time provision

30 hours of entitlement (3 year olds)

- for a parent who has 30 hours of entitlement should they choose to use the provision for 5 Extended days per week then they will use their 30 hours of entitlement across 3 days and pay for the additional 2 days
- for a parent who has 30 hours of entitlement should they choose to use the provision for 3 Extended days per week then they will use their 30 hours of entitlement across the 3 days
- for a parent who has 30 hours of entitlement should they choose to use the provision for 3 Extended days per week and require an additional Extended ½ Day morning or Extended ½ Day afternoon, then they will use their 30 hours of entitlement across the 3 days and pay for the additional Extended ½ day (5 hours)
- for a parent who has 30 hours of entitlement should they choose to only use the provision for 2 Extended days per week then they will use 20 hours of their entitlement, leaving a remaining 10 hours of funding to be used for a provision external to the Hucknall Flying High Academy Nursery

15 hours of entitlement (3 year olds) or 15 hours entitlement (for any funded 2 year old)

- for a parent who has 15 hours of entitlement should they choose to use the provision for 5 Extended days per week then they will use their 15 hours of entitlement across 1.5 days and pay for the additional 3.5 Extended days (35 hours)
- for a parent who has 15 hours of entitlement should they choose to use the provision for 1.5 Extended days then they will use their 15 hours of entitlement across these 1.5 days
- for a parent who has 15 hours of entitlement should they choose to use the provision for 1.5 Extended Days and in addition require an extra Extended ½ Day morning or Extended Day afternoon, then they will use their 15 hours of entitlement across the 1.5 Extended Days and will pay for the additional Extended ½ day (5 hours)
- for a parent who has 15 hours or entitlement should they choose to only use the provision for 1 Extended day per week then they will only use 10 hours of their entitlement, leaving a remaining 5 hours of funding to be used for a provision external to the Hucknall Flying High Academy Nursery.

If you have decided to opt for the Extended Day provision then you will need to identify specifically the days or ½ days of the week you require.

If you have identified your preferred days / ½ days but are flexible then there is the space for you to identify this for us. Although we will try to ensure every parent is able to access the Nursery provision they require, on the days and sessions they require it or would prefer it, where a parent has some flexibility this will enable us to maximise the provision available.

Core Day or Core ½ Day Places

Core Day or Core ½ Day Places are designed for parents who are wanting a more normal 'school day' nursery placement. Core Day or Core ½ day places are based on either 5 full days or 5 x ½ days.

30 hours of entitlement funding (3 year olds)

This means that if a child has **30 hours of entitlement funding** then they can opt for a Core Day place which will run from Monday – Friday from 9am – 3pm, or if they choose to only use 15 hours of the entitlement funding then they can opt for a Core ½ day (mornings or afternoon) which will run from 9am – 12noon or 12noon – 3pm each day of the week, leaving the remaining 15 hours of funding for a provision external to Hucknall Flying High Academy.

15 hours of entitlement funding (3 year olds)

If a child has 15 hours of entitlement funding then they can opt for a Core ½ day, either morning (9am – 12noon) or afternoon (12noon – 3pm) or opt for a Core Day and use the 15 hours of funding with the additional 15 hours paid for.

If you have decided to opt for the Core Day or Core ½ day provision then you will need to identify this on the form and also identify whether you are opting for the Core Day, Core ½ day (mornings) or Core ½ day (afternoons).

SECTION D: Additional information in relation to your nursery requirements

You are required to identify whether you have 30 hours or 15 hours of entitlement funding or whether you are funded 2 year old. **It is important that any 2 year olds with funding is clearly identified as this forms part of the admission criteria.**

Wrap-around Care (for those who access the Core Day or Core ½ day provision)

For parents who have opted for the Core Day or Core ½ day provision it is intended that wrap-around care will be available on required days both before and after school, to supplement the Core Day or Core ½ day provision on these specific days.

The **Wrap-around Care will run as a pre-school session from 7am – 9am and an afternoon session from 3pm – 6pm.** The charging rates for these sessions are included in the final section of this guidance and information.

If parents who have opted for the Core Day or Core ½ Day provision think they would like to make use of the Wrap-around Care on either or both pre and post school day sessions, then it would be useful for us if you identify this on your form. We will, however, provide more information in relation to this once places have been offered, but it is important parents understand that wrap around care will be available.

Term time only/ All Year round and Additional Holiday sessions

To support working parents the nursery will be offered to parents a **both a term time only provision and an all-year round nursery provision.** The Nursery will be available for all school holidays, except Bank Holidays and the 2 week Christmas closure period. The Nursery will also be available on Staff Training Days. Like all other nursery provision, the school holiday provision does not form part of the eligible funding for 2 or 3 year olds, as this funding is based on 38 weeks only. However, should a parent be requiring the all-year round provision then arrangements can be made for those parents opting for this for payments to be spread across the 12 months of the year. **The application form asks you to identify whether you require a term time only or all year-round provision, but if you are currently unable to make this decision then please leave this question blank.** We will revisit with parents once places have been offered. Equally if you make a decision on the form but change your mind once a place has been offered, then you will be able to make this change.

In addition to the above **where parents have opted for a term time only nursery provision there may also be the opportunity for parents, subject to availability, to access some additional nursery sessions during the school holidays.** We have asked you about your interest in this on the form. **To support us, if you are able to complete this then please do so, in order to help us with our planning.** Specific information in relation to this will be provided once places have been allocated, and future decisions will not be dependent on what response you have put on the form.

Additional Information

In addition to the specific information we have requested as we are unable to plan for every possible need **we have identified space for you to identify any specific information or any further requirements which have not been possible to identify in other sections of the form. Please use this additional information section if you feel this will help you.**

SECTION E: Applicant Details and Declaration

This section requires you to complete your details and your relationship to the child, for who the application has been made.

Need for the form to be countersigned by a social worker

Within this section we remind you **to ensure your form is countersigned by a social worker, in the case where the child meets the criteria of a child in care** (refer to the guidance identified in Section A).

Additional address information

If your address is different to the child, for which you are completing the form, then your address will need to be put in this section. You will also need to fill this section in if you are in the process of moving house and in such a case you will need to put the expected date when the house move will take place.

Additional contact Information

In order to enable us to contact you we also request that you provide telephone contact details and an email address. If you do not have all the telephone contacts we have requested or an email address then please provide what you do have.

Signature(s)

You are required to sign the form. In addition to this where your social worker is also required to countersign the form this is required as an additional signature.

Additional Support

This is our first year in seeking applications for our nursery and therefore we may have omitted some key information to support you in completing the form. To support you with this we have provided a contact email address and telephone number should you have any difficulties or questions when completing this form. 0115 989 1915 and office@hucknallfha.co.uk

ADDITIONAL SECTION – Charging information, application windows and waiting lists, meals and snacks, registration with relevant organisations, notice period...

Charging Information

School Term time (this is based on 38 weeks a year in line with school term time dates for the school)

Provision	Hourly rate	Daily / Sessional Rate
Extended Day (7am – 6pm)	£4.10 per hour based on 10 hour charged provision	£41.00
Extended ½ day (7am – 12.30 pm) or (12.30pm – 6pm)	£4.10 per hour based on 5 hour charged provision	£20.50
Core ½ day (for parents requiring a full Core Day but only receiving 15 hours entitlement funding)	£4.10 per hour based on 3 hour per day provision (5 days x 3 hours = 15 hours)	£61.50
Wrap-around Care am	Based on 2 hours	£8.20 per am session
Wrap-around Care pm	Based on up to 3 hours	£11.50 per pm session

School Holidays (this is based on Staff Training Days and School Holidays, in line with school holiday calendar for the school, excluding 2 weeks for Christmas when the nursery will not be open – maximum of 12 weeks).

Provision	Hourly rate	Daily / Sessional Rate
Extended Day (7am – 6pm)	£4.00 per hour based on 10 hour charged provision	£40.00 per day
Extended ½ day (7am – 12.30pm) or (12.30pm – 6pm)	£4.00 per hour based on 5 hour charged provision	£20.00 per ½ day
Extended Day or Extended ½ Day taking 5 days per week		10% reduction on the normal daily rate

Core Day	£4.00 per hour based on 6 hours per day	£24.00 per day
Core ½ Day	£4.00 per hour based on 3 hours per day	£12.00 per ½ day
Core Day or Core ½ Day taking 5 days per week		10% reduction on the normal daily rate

Admission Window

We will publish our admission window on an annual basis. Although places will be allocated in line with this admission window, additional places will be allocated in line with our waiting list outside of this admission window.

The admission window for the next academic year is:

- Admission Window opens 4th March 2019 and closes 5th April 2019 (for applications for September 2019)
- After the first round of applications have been processed on the 5th April 2019 any applications received after this date will then be processed inline with availability and the over subscription criteria, if required
- When the Nursery is full all other admissions allocations will be in line with the over subscription criteria and the specific places which arise during the academic year 2019-2020

Waiting List

The Hucknall Flying High Academy will operate a waiting list for the Nursery. Where the school receives more applications for places than there are places, a waiting list will operate. This will be maintained by the Hucknall Flying High Academy (prior to the school opening this will be the Academy Trust) and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves the waiting list.

Meals and Snacks

All meals and snacks are included in the relevant nursery sessions, including those funded through the 30 hours and 15 hours entitlement funding.

Registration with relevant Organisations

The nursery will register with relevant organisations to ensure parents can claim any appropriate funding or support in relation to the nursery provision they are receiving.

Notice Period

Once sessions have been agreed then a 4 week notice period will need to be given regarding any required changes.