



EDUCATION POLICY & PROCEDURE

PROCEDURE

Your child becomes eligible for a free Government Early Years Education Funded place from the start of the school term AFTER their third birthday. This means that most 3 year olds will be able to start a free pre-school place in the September, January or April following their third birthday. This applies until they reach compulsory school age (the term following their fifth birthday).

A child aged three by;

31 March will be eligible for free nursery education from the Summer Term (April)

31 August will be eligible for free nursery education from the Autumn Term (September)

31 December will be eligible for free nursery education from the Spring Term (January)

These are the cut off dates. If your child's birthday is for example on the 1st or 2nd January and the term starts on the 5th January their funding will not start until the Summer Term after Easter because they have passed the cut off date of 31st December.

Your child is entitled to a maximum of 15 hours for 38 weeks of the year. To be included in the headcount allocation your child needs to be registered with us on headcount day which falls within the first 3 weeks of term. Parents can choose which provider they would like their child to go to, as long as there are places available. The 15 hours can be divided between two settings, but both must be informed

Parents do not need to apply for the funding. Each term we will claim on your behalf for the number of sessions your child is attending and the Local Authority will then pay us direct.

- The pre-school does not insist that you take the full funded 15 hours - it is your choice of how many of the five sessions you wish to take per week.
- If your child is absent through holiday, illness or poor attendance you child loses the opportunity to learn and the pre-school does not offer the sessions unattended by your child at a later date.
- If your child is being phased into school there is no funding offered and you must pay the session rate if you use the pre-school between settling into school. However if you have deferred your child from school until the January term you may claim the funding for the autumn term only until they start school in the January.
- The pre-school states that you give a half terms notice if you terminate your child's place, this notice also applies to the Nursery Education funded sessions.
- If your child leaves within the term and starts another pre-school you must inform New Millside Pre-school so that we can amend our records with Bucks County Council and the new setting.
- All parents or legal guardians are to show the child's original Birth Certificate that is verified by the Administrator.
- You are asked to fill in the Education Grant Funding form each term and sign to agree to the terms and conditions and declare that what you have stated is the truth. This must be completed and returned immediately.
- Each Nursery Education Grant session is for the length of either 3 or 6 hours in any one day and no more or less.
- Any in service days or bank holidays that fall on your child's Nursery Education Grant funded session(s) is treated as the group providing that session even though we were closed and the pre-school will not offer the session(s) at a later date.
- You may apply for the funding regardless if you live in or outside the county.
- If you have any further questions or enquiries please speak to the Administrator

Extended Absence:

Child is absent for long period due to sickness – New Millside will record the reason for the absence and ask parent to sign as confirmation. This evidence will be retained for audit purposes. If absence is for a long period, perhaps due to hospitalisation, we will consider if the hours can be reallocated on a temporary basis.

Child is absent due to family holidays or pilgrimage – Funding will be retained for the remainder of the term. However, if a child is absent for a period greater than four weeks, the place will be reallocated if it is required by another family. When/if the child returns they will be treated as a new application for a place. New Millside MUST be informed in writing of extended holidays with their Child's return date.

Child from Traveller community (Gypsy, Roma & Traveller) – Gypsy, Roma and traveller children must be known by METAS to be treated as an exception. Travellers should be treated the same as other families but it is recognised that they may attend on an irregular pattern and may not agree to sign a Parent/Provider Agreement (FFE4). If a traveller is absent for a period of more than four weeks their place will be reallocated by New Millside unless the setting is advised differently by METAS

Failure to notify - Failure to notify New Millside of extended holiday and/or prolonged absences in writing with a return date, will result in the child's place being reallocated within the first 7 days.