

Admissions Procedure and Policy for Pen Green Maintained Nursery School

Reviewed: September 2024

What do we do and how do we do it

Our nursery is an inclusive and fully integrated provision for children aged 2-5 years. We are open from 8.00 – 6.00 each weekday.

- Currently most applications are received directly from parents living in the town. All applications are filed until the allocation period.
- We also receive priority referrals from health visitors, social services, and other partner agencies.
- All applications are considered during the allocation process by an internal panel of staff. This takes place on a half- termly basis.
- The staff will use the admissions criteria and our organisational ratios to enable them to allocate the places appropriately.
- When considering the allocation of places, we will ensure that the setting is able to meet the child's individual needs.

What happens next:

Families will be informed whether their application has been successful following the half-termly allocation panel:

When a place has been offered and accepted by the parent, a family worker will make contact and arrange a home visit to meet the parent(s)/carer(s) and the child in the home. For children who are already attending the 0-3 yrs. settings and/or Kingswood Community Nursery a joint home visit should be offered with the family workers from both areas. *We believe that it is important to meet the child and their family in a familiar context.*

Following a home visit a start date will be offered.

Parents will also be sent a welcome pack which will include:

- Admissions Policy
- Attendance and Absence Policy
- A welcome to Pen Green (settling in)
- Behaviour Strategies

- Care offer and closure dates
- Celebration of Achievement information
- Calendar Dates
- Charging Policy
- Food and Allergies information
- Frameworks for thinking
- Sample menu
- Staff contact sheet
- Resources and consumables
- Invoice information

Administration staff will contact parents to arrange a time to complete the North Northants Parental Funding Agreement and the nursery contract. Parents will be required to bring proof of child's date of birth and current address. Acceptable documents are as follows:

- Birth certificate – evidence of date of birth
- Child's health record – Red Book
- Utility bill – evidence of address
- Bank statement – evidence of address
- Driving Licence – evidence of address

The offer and charging policy will be explained in full at an appointment with the finance administrator. Parents will be required to sign off that they have understood the offer and charging policy. Parents will also be asked to sign the NNC Parental Funding Agreement form.

We have a settling in period for all children. We expect a parent/carer or an adult who is well known to the child to stay with them during this 2-week settling in period. *This time allows both the child and the parent/carer to build a relationship with their family worker.* If parents/carers want to stay longer then we welcome them to do this to support their child's transition.

The Centre's ethos of practice focuses on the settling in period as a critical time for parents to get to know the space their children will be in each day and the routines and rotas of that space, including getting to know all staff that will be involved in the care of their child.

For children who have already attended the Early Years 0-3 yrs provision, the settling in period may be over a reduced period given the child's and the families' familiarity with the Centre spaces and the daily routines. In addition, a comprehensive transition document is completed and shared for every child, between the Early Years 0-3 yrs provision and the Nursery setting, with workers sharing key information for the child and the family.

If parents/carers choose to change their child's funded place partway through a funding block, Pen Green is permitted to request that the parent/carer gives up to 4 weeks' notice before transferring places. This will be waived in the exceptional circumstances listed below:

- a safeguarding concern
- a fleeing family
- change in child's primary carer
- health and safety concerns i.e., child with long term sickness/child protection
- de-registration of the Provider by Ofsted/ISI

If you have any queries or concerns regarding our admissions procedure, in the first instance, please do not hesitate to contact the Assistant Head of Centre for Nursery. Hopefully your query will get resolved, if not you may want to refer to our complaints procedure for the Centre.

If you wish to appeal against our decision, then you may do so by contacting our Chair of Governors at Pen Green Centre for Children and their Families, Pen Green Lane, Corby, Northants, NN17 1BJ.

Pen Green Maintained Nursery School

Admissions Criteria

Reviewed: September 2024

Eligibility for places: any child whose family lives or works in Corby, the surrounding villages, or nearby towns.

All applications are considered, and places are allocated, according to the availability of places and following the priority criteria. When we consider the allocation of a place, we always ensure the setting is suitable to meet the child's individual needs.

Priority will be given to the following:

- Looked After Children eligible for 2- or 3/4year-old funding
- Where children are eligible for universal 2- or 3/4year-old funding living in our local community.
- Children with Special Educational Needs or Disability (SEND) eligible for 2- or 3/4year-old funding.
- Children with an open multi-agency plan eligible for 2- or 3/4year-old funding.
- Where a family are currently homeless, and their child is eligible for 2- or 3/4-year-old funding.
- Where there is a parent in the family with complex needs/additional needs/disability and their child is eligible for 2- or 3/4-year-old funding.
- Where there are three children in the family under the age of four years and a child is eligible for 2- or 3/4-year-old funding.
- Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral.
- Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral
- Where they live in the local community.
- Children eligible for 2- or 3/4-year-old funding

We believe that young children have a right to continuity of care and consistent Early Years experiences therefore we have one additional criterion to consider for two years olds.

- A child currently attending Pen Green Early Years 0-3 yrs. provision.

In relation to the Priority Order criteria in the case of a child wishing to attend the Nursery School who does not meet the specific criteria, there will be a review of individual circumstances, and this will be considered within the child's application process.

Admissions Procedure and Policy for Pen Green Early Years 0-3's provision (Nest & Couthie)

Reviewed: September 2024

What do we do and how do we do it

Our 0-3 yrs provision is an inclusive and fully integrated provision for children aged 0-3 years. We are open from 8.00 – 6.00 each weekday.

- Currently most applications are received directly from parents living in the town. All applications are filed until the regular allocation meeting.
- We also receive priority referrals from health visitors, social services, and other partner agencies.
- All applications are considered during the allocation process by an internal panel of staff. This takes place on a half-termly basis.
- The staff will use the admissions criteria and our organisational ratios to enable them to allocate the places appropriately.
- When considering the allocation of places, we will ensure that the setting is able to meet the child's individual needs.

What happens next:

Families will be informed whether their application has been successful following the half-termly allocation panel. When a place has been offered and accepted by the parent, a family worker will make contact and arrange a home visit to meet the parent(s)/carer(s) and the child in the home. *We believe that it is important to meet the child and their family in a familiar context.*

Following a home visit a start date will be offered.

Administration staff will contact parents to arrange a time to complete the North Northants Parental Funding Agreement and the Early Years 0-3 yrs provision contract. Parents will be required to bring proof of child's date of birth and current address. Acceptable documents are as follows:

- Birth certificate – evidence of date of birth
- Child's health record – Red Book
- Utility bill – evidence of address
- Bank statement – evidence of address
- Driving Licence – evidence of address

The offer and charging policy will be explained in full at an appointment with the finance administrator. Parents will be required to sign off that they have understood the offer and charging policy. Parents will also be asked to sign the NNC Parental Funding Agreement form.

We have a settling in period for all children. We expect a parent/carer or an adult who is well known to the child to stay with them during this 2-week settling in period. *This time allows both the child and the parent/carer to build a relationship with their family worker.* If parents/carers want to stay longer then we welcome them to do this to support their child's transition.

The Centre's ethos of practice focuses on the settling in period as a critical time for parents to get to know the space their children will be in each day and the routines and rotas of that space, including getting to know all staff that will be involved in the care of their child.

If parents/carers choose to change their child's funded place partway through a funding block, Pen Green is permitted to request that the parent/carer gives up to 4 weeks' notice before transferring places. This will be waived in the exceptional circumstances listed below:

- a safeguarding concern
- a fleeing family
- change in child's primary carer
- health and safety concerns i.e., child with long term sickness/child protection
- de-registration of the Provider by Ofsted/ISI

When it is time for a child to leave the Early Years 0-3yrs provision and transition to Nursery, if requested, details will be passed onto the Pen Green Maintained Nursery School waiting list. A place will be considered in accordance with the admissions criteria at the next allocation panel meeting. If parents would like to read the Pen Green Nursery admissions criteria a copy can be obtained from reception.

If you have any queries or concerns regarding our admissions procedure, in the first instance, please do not hesitate to contact the Assistant Head of Centre for 0-3 yrs provision. Hopefully your query will get resolved, if not you may want to refer to our complaints procedure for the Centre.

If you wish to appeal against our decision, then you may do so by contacting our Chair of Governors at Pen Green Centre for Children and their Families, Pen Green Lane, Corby, Northants, NN17 1BJ.

Pen Green Early Years 0–3s Provision (Couthie and Nest) Admissions Criteria

Reviewed: September 2024

Parents are eligible to apply for a place in the Early Years 0-3s Provision, Couthie or Nest, if they live or work in Corby, the surrounding villages, or nearby towns.

Currently most applications are received directly from the parents. Parents are invited to come in, look around, meet the family workers, and ask any questions they may have.

All applications are considered, and places are allocated according to the availability. When we consider the allocation of a place, we must ensure the setting is suitable to meet the child's individual needs and that the child will be a minimum of nine months old when they start in the setting.

Priority will be given to the following:

- Looked After Children eligible for 2-year-old funding
- Children aged nine months to 2 years living in Corby or the surrounding areas
- Children eligible for two-year-old funding (Deprivation and Working) living in our local community
- Children with Special Educational Needs or Disability (SEND) eligible for 2-year-old funding
- Children with an open multi-agency plan eligible for two-year-old funding
- Where a family are currently homeless, and their child is eligible for 2- or 3/4-year-old funding
- Where there is a parent in the family with complex needs/additional needs/disability and their child is eligible for 2- or 3/4-year-old funding
- Where there are three children in the family under the age of four years and a child is eligible for 2- or 3/4-year-old funding
- Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral
- Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral.

In relation to the Priority Order criteria in the case of a child wishing to attend the Early Years 0-3yrs provision who does not meet the specific criteria, there will be a review of individual circumstances, and this will be considered within the child's application process.

Admission Policy and Procedure for Kingswood Community Nursery

Reviewed: September 2024

What do we do and how do we do it

Our nursery is an inclusive and fully integrated provision for children aged 2-4 years. We are open from 9.00am – 4pm each weekday, term time only offering morning sessions 9am-12pm and afternoon sessions 1.00pm-4.00pm.

- Currently most applications are received directly from parents living in the town. All applications are receipted and filed until the allocation period.
- We also receive priority referrals from health visitors, social services, and other partner agencies.
- All applications are considered during the allocation process by an internal panel of staff. This takes place on a half-termly basis.
- The staff will use the admissions criteria and our organisational ratios to enable them to allocate the places appropriately.
- When considering the allocation of places, we will ensure that the setting is able to meet the child's individual needs.

What happens next:

Families will be informed whether their application has been successful following the half-termly allocation panel:

Once a place has been offered and accepted by the parent, a family worker will make contact and arrange a home visit to meet the parent(s)/carer(s) and the child in the home. *We believe that it is important to meet the child and their family in a familiar context.*

Following a home visit a start date will be offered. Parents will be sent via email the Centre's offer, Admission Policy, Admission Criteria and Charging Policy to read. Administration staff will contact parents prior to starting to arrange a time to complete the North Northants Parental Funding Agreement and the Nursery contract. Parents will be required to bring proof of child's date of birth and current address. Parents will be required to bring proof of child's date of birth and current address. Acceptable documents are as follows:

- Birth certificate – evidence of date of birth
- Child's Health Record – Red Book
- Utility bill – evidence of address
- Bank statement – evidence of address
- Driving Licence – evidence of address

We have a settling in period of two weeks. We expect a parent/carer or an adult, who is well known to the child to stay with them during this transition. *This time allows both the child and the parent/carer to build a relationship with their family worker.*

If you have any queries or concerns regarding our admissions procedure, in the first instance, please do not hesitate to contact the Assistant Head of Centre Early Years 0-3 yrs. provision. Hopefully your query will get resolved, if not you may want to refer to our complaints procedure for the Centre.

If you wish to appeal against our decision, then you may do so by contacting our Chair of Governors at Pen Green Centre for Children and their Families, Pen Green Lane, Corby, Northants, NN17 1BJ.

Kingswood Community Nursery Admissions Criteria

Reviewed: September 2024

Eligibility for places: Any child whose family lives or works in Corby, the surrounding villages, or nearby towns.

All applications are considered, and places are allocated according to the availability and following the priority criteria. When we consider the allocation of a place, we always ensure the setting is suitable to meet the child's individual needs.

Priority will be given to the following:

- Looked After Children eligible for two-year-old funding or three/four-year-old funding
- Children eligible for two-year-old funding living in our local community
- Children eligible for universal three/four-year-old funding living in our local community
- Children with Special Educational Needs or Disability (SEND) eligible for two-year-old funding or three/four-year-old funding
- Children with an open multi-agency plan eligible for two-year-old funding or three/four-year-old funding
- Where a family are currently homeless, and their child is eligible for 2- or 3/4-year-old funding
- Where there is a parent in the family with complex needs/additional needs/disability and their child is eligible for 2- or 3/4-year-old funding
- Where there are three children in the family under the age of four years and a child is eligible for 2- or 3/4-year-old funding
- Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral
- Where they live in the local community
- Children currently attending Pen Green Early Years provision (Couthie or Nest) wishing to make a transition to Kingswood Community Nursery
- Children and families who are eligible for a 30-hour place will be considered by attending the nursery first with their 2-year funding and then entitled to 30 hours. There will be a maximum limit of 8 children only and this will be decided by waiting list and need of the family.

In relation to the Priority Order criteria in the case of a child wishing to attend the Kingswood Community Nursery who does not meet the specific criteria, there will be a review of individual circumstances, and this will be considered within the child's application process.

Admissions Policy and Criteria for Creche & Respite Care places

Reviewed: September 2024

Creche places are prioritised for group members that are attending specialised/targeted groups or receiving support within 1:1 Family Support.

The priority groups are:

- Journey into Motherhood
- Great Expectations
- Special Needs Support Group
- Choices
- Parenting and Relationships
- Voice Programme
- Solihull

Creche places will be allocated according to the following criteria:

- Families who have been referred into the targeted groupwork programme, or are receiving 1:1 family support, by a professional/agency working with the family or by self-referral.
- Families living in the town of Corby and surrounding villages within the former Corby Borough Council area.
Priority will always be given to families living in 10%/20%/30%* super output areas of the former Corby borough, where levels of deprivation can be very high, or where another high level of need has been identified by a family support worker or the referrer.
**For further information on areas of deprivation please contact your creche worker*
- If there are no places available, families will be put on the waiting list. After a 4-week period if there are still no places available, families will be referred to the Joint Heads of Centre for advice. We have a significant demand for our creche places so we will do all we can to allocate a place.

For those families using the creche the following applies:

- Parents usually remain on site whilst their children are in creche.
- Each family will be restricted to using a maximum of 3 sessions per week.

Each child will be expected to visit with their parent/carer to have a settling in session prior to them being left in the creche for the first time.

Respite Places

Respite places can be offered to a maximum of 6 families each half-term. A respite place means a child will be offered 1 or 2 sessions per week in creche for a period of 6 weeks. A review will take place after each 6-week period to ascertain if the respite is still required.

Children can attend respite care if their parent is attending a targeted group or is receiving support within the Integrated Centre 1:1 Family Support service.

We accept children aged 12 weeks up to 4 years.

There may be times when the parent is having respite time, they leave the building. A mobile phone number is always obtained in these instances to ensure we can contact the parents.

As with creche sessions each child will be expected to visit with their parent/carer to have a settling in session prior to them receiving respite care for the first time.

Admissions Policy and Criteria for Groups

Reviewed: September 2024

Groups at the Integrated Centres

The groupwork programme offered through the Integrated Centre falls into two different areas of activity:

- Integrated Centre 1001 critical days groupwork programme.
- Targeted/specialist groupwork programme offered through the Community Interest Company (CIC) which take place across the Corby Children's Centre.

The groupwork programme is reviewed considering parents' evaluations, data about attendance and feedback from as many families as possible. The groups running are based on community need and key issues for families. The decisions to be made around who may attend is not easy, and will challenge us emotionally and rationally, and create genuine moral dilemmas. Aspects of social networking, family dynamics, house moves, and changed circumstances will all impact on the needs of families and our response to them.

The ethos of the Integrated Centre means that we always aim to be flexible and responsive to the needs of parents and listen to them. Parents have a right of appeal to challenge what we say, following our complaints procedures (available in all our settings). Feedback from workers will also be listened to by supervisors and senior leaders in relation to the groups they run. There is real complexity around which families and from which areas families can access groups and other provisions at the Children's Centres.

All 1001 critical days groups at the Centres are open to all families living within the former Corby Borough with under 5's. We also prioritise families living within the 10%/20%/30%* super output areas of the former Corby Borough where levels of deprivation can be very high.

**For further information on areas of deprivation please contact a member of staff*

Most of the families attending the targeted groupwork offer through the CIC will be through self-referral or referral/signposting by a member of staff or one of our partner agencies. The targeted groupwork programme is open to families with children under 5 who have complex needs and live in challenging circumstances i.e., Level 3 or 4 (reference Northamptonshire Children's Trust Integrated Working Guidance).

No matter which Health Centre or GP a family is registered with, the Health Visitor Clinics and Infant Feeding Group are for all families living within the former Corby Borough. The Health Visitor Clinic (which is by appointment from the Health Visiting Team) are currently run at Pen Green and Kingswood Children's Centre, and the Infant Feeding group at Pen Green.

Every member of staff can make a positive difference to your experience by:

- Helping you to understand the full range of opportunities available through the 1001 critical days and targeted groupwork programmes.
- Thinking together with you about the groups that may benefit you and your child.

Community Drop-In Groups

We offer a wide range of community drop-in groups across the week. These take place at the Corby Children's Centres sites. Families living within the former Borough of Corby with children under five years can attend the drop-in session.

To meet the needs of different age groups of children we offer three different spaces which reflect the most suitable environment.

- Community Drop-In (Pen Green)
- Community Drop-In (Kingswood)
- Community Drop-In (Exeter Community Room)

The Drop-Ins are staffed by our groupwork team, and they also support the role of Volunteers who undertake the New Start Training Programme.

The staff in the Drop-Ins work in partnership with other professionals to facilitate students on placements. All students and volunteers undergo a DBS clearance.

The staff also work closely with health colleagues to facilitate health services being offered within the building. All staff from partner agencies will complete a personnel agreement to confirm their suitability to work within the Integrated Centre.

All activities and experiences for children will be based around the Early Years Foundation Stage (EYFS 2023) supporting schematic play and children's deep level involvement. This will allow opportunities to encourage early interactions to develop and deepen parents understanding of their child's learning and development and build relationships between adults and children.

Admissions Policy for Adult Learners

Reviewed: September 2024

The Adult Learning Programme has been reviewed in the light of parents' evaluations, data about attendance and feedback from as many families as possible. The groups now running are based on community need and key issues for families. The decisions to be made around who may attend is not always easy. Aspects of social networking, family dynamics, house moves, a change in circumstances will all impact on the needs of families and our response to them.

The ethos of the Pen Green and Kingswood Integrated Centre means that we are flexible and responsive to the needs of parents and listen to them. Parents have a right of appeal to challenge what we say, following our complaints procedure (available on our website www.pengreen.org).

There is real complexity around which families and from which areas families can access groups and other provisions at Pen Green and Kingswood.

All Adult Learning groups at Pen Green and Kingswood are open to all families with a child under 5, living in the former Borough of Corby, who have complex needs and live in challenging circumstances i.e. Level 2,3 or 4 (reference Integrated Working Guidance, Northamptonshire Children's Trust). Priority is also given to families living in the 10%/20%/30% super output areas of the former Corby borough where levels of deprivation can be very high.

**For further information on areas of deprivation please contact a member of staff*

For some groups we may on occasions also be able to offer a creche facility to those families who meet the above criteria. The creche places are in high demand and we therefore must prioritise creche places for supporting our more specialist groups.

Each request will be considered and whilst priority is given to the criteria above, we will consider each family's needs when deciding on each request.

Some of our adult learning groups run in partnership with the Local Authority, the entry requirements for these courses may vary and can be made available on request.

In relation to further and higher education courses held at the Research Base these are governed by the entry requirements set by the awarding bodies and these are available on request from the Course Administrators based in the Research Base.