



DELIVERING FUNDING & PAID SESSION POLICY and ATTENDANCE POLICY

Our Mission Statement

Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children’s interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey

LAST REVIEWED ON	SIGNATURE
June 2019	S. MADARI
December 2019	S. MADARI
March 2021	S. MADARI
February 2022	S. MADARI



DELIVERING FUNDING & PAID SESSIONS POLICY

The aim of this policy is to ensure clear communication between the Nursery and parents/guardians in the delivering of funding sessions.

What is a funded early years place?

All three and four-year-old children are entitled to a universal, funded, 15-hour early years place at a registered Early Years setting before they reach school age. Some children, dependant on family circumstances, are entitled to funded early education from the term after their child turns 2 years of age. This entitlement not only helps towards the cost of childcare but enables children to start to learn and play with other children in a fun, safe and structured environment.

When can parents/guardians claim funded early education hours for my 3/4-year-old or eligible 2-year-old child?

Parents/guardians can claim funded childcare in the term after a child turns 3 years of age or 2 years of age if eligible.

If a child is born between:	They are eligible for a funded place from:
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

The 15 hours funded sessions at Taqwa Nursery are organised as below:

- 3 hours a day over 5 days of the week in am or pm sessions (am sessions are 09.00-12.00 and pm sessions are 12.15-15.15)
- 2 full days (6 hours, 09.00-15.00) and 1 half day (3 hours, either 09.00-12.00 or 12.15-15.15) over 3 days of the week

Unfortunately, we cannot provide different times to parents/guardians outside of set session times as this will have an effect on the Nursery routine. Taqwa Nursery delivers the sessions at the times stated above to ensure all children get the maximum learning and play opportunities within their sessions. If a child requires any differentiated times, a discussion should take place between parents/guardians and the Manager/Deputy Manager to explore this further. However, we cannot promise to accommodate any/all different sessions, and decisions will be made at the Managers discretion.

2-year-old funding:

Some children may be eligible for a funded place at a registered Early Years setting from the term after they become 2 years old. Eligibility checks can be carried out at Taqwa Nursery – should a parent/guardian wish to check their child's eligibility for 2-year-old funding, they should book an appointment with the Nursery Manager/Deputy Manager for an eligibility check. 2-year-old eligibility checks can also be carried out at local sure start children's centres or through an online portal by parents/guardians themselves.

30 hrs funding:

Some children may be eligible for 30 hours funding – this means that they can get funded childcare for 30 hours a week. Parents/Guardians can check their child's eligibility for 30-hour funding by visiting the childcare choices website at www.childcarechoices.gov.uk

In order for 30-hour funding to be used at Taqwa Nursery, parents/guardians must renew their code online every term – this remains the responsibility of the parents/guardians. If a 30-hours funding code has not been renewed on time and the funding has not been paid by the LA, parents/guardians will then be liable to pay the invoice for their child's hours at Nursery until the code is renewed and the funding payments are resumed by the council, or for the 4-week notice period should parents wish to discontinue the use of the 30 hours.

Tax-Free Childcare / Childcare Vouchers:

Dependant on family circumstances, some parents/guardians may find that they are eligible to use the Tax-Free Childcare scheme, or other employment based childcare voucher scheme. Parents/guardians wishing to use Tax-Free Childcare or Voucher schemes to support invoice payments must declare this at the time of submitting an application and the Nursery will then confirm whether the scheme can be used at Taqwa Nursery.

Paid Sessions:

Where possible, the Nursery will try to accommodate any hours that paying parents/guardians request, provided that the request allows us to remain in line with our statutory duties of maintaining ratios. Our current cost per hour for paid sessions is £5.60, for children aged 2 or above and is £6.50 for children aged under 2; please note that prices are subject to annual review.

Change of sessions:

The Manager must be given 4 weeks written notice for any request of change in session times. All parents/guardians must submit their request for a change in session in writing to the Nursery Manger.

Attendance Policy:

Bolton Council has a very strict policy for attendance in schools, this policy affects all children from Reception to the end of secondary school and states that:

“the criteria for issuing a penalty notice will be reduced and a fine will be considered where a pupil has 5 days – consecutive or otherwise – of unauthorised absence over a period of two consecutive half terms”

It therefore falls to Nurseries and Early Education centres to ensure that children are well prepared for school life. Taqwa Nursery will support children's transition to school by ensuring that we have an attendance policy that prepares children for their learning journey to continue at school and to ensure that children and their parents/guardians are aware of the importance of regular attendance at education settings

Our attendance policy is as follows:

2-year-olds (Caterpillar Groups) – 85% annual attendance – this means that children need to be in Nursery for 162 out of 190 days.

3-4-year-olds (Butterfly Groups) – 90% annual attendance – this means that children need to be in Nursery for 171 out of 190 days.

All absences must be reported to the office by phone call or by leaving a text message or email, clearly stating the child's name and reason for absence. Unreported absences will be followed up by administration staff throughout the session.

The Manager/Deputy with support from administration staff will review children's attendance and absences on a termly basis, parents/guardians of any children who are found to be close to their annual absence leeway will be asked to attend a formal meeting with the Manager to discuss how the parents/guardians can be supported to improve their child's attendance.

Any child who fails to meet their annual attendance percentage, may be removed from the Nursery headcount at the discretion of Management and parents/guardians would need to find alternative early educational provision for their child in this circumstance.