



**Hart Hill Nursery School**

**Application Pack**

**2023-2024**

## School Expectation

Hart Hill Nursery School is a school that is owned and maintained by Luton Borough Council. As a school, we follow guidelines of the Department for Education, including linked to attendance.

The DFE states that *'Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.'*

By completing an application form, and bringing your child to our school, you agree to follow our attendance procedures and ensure your child has good levels of attendance in school, so that they can meet their educational potential.



## Our Education Offer

From April 2024, there are a number of funding streams for education at our school.

**2-3 year olds** - All funding starts the term after they turn 2 year olds

<b>Disadvantaged Funding</b> (15 hours)  Monday – Friday 9am-12noon <b>or</b> Monday – Friday 12:45pm-3:45pm	<b>Working Parents Funding</b> (15 hours)  Monday – Friday 9am-12noon <b>or</b> Monday – Friday 12:45pm-3:45pm <b>or</b> Monday, Tuesday 9am-3pm and Wednesday 9am-12noon <b>or</b> Wednesday 12noon-3pm and Thursday, Friday 9am-3pm
<b>Privately Paying (no funding)</b> A minimum of 2 sessions that run together for consistency for the children, eg 2 AM sessions, 2 PM sessions or 2 full days that follow on from each other.	<b>Working Parents Funding</b> (30 hours) – From Sept 2025  Monday – Friday 9am-3pm

**3-4 year olds** – All funding starts the term after they turn 3 year olds

<b>Universal Funding</b> (15 hours) all children  Monday – Friday 9am-12noon <b>or</b> Monday – Friday 12:45pm-3:45pm	<b>Extended Entitlement Funding</b> Working Parents (30 hours)  Monday – Friday 9am-3pm
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Although the school is open from 8am-4:45pm, no funding can be used outside of the core hours stated above. All additional hours will need to be paid by parents.

## Application Process

If you wish to apply for a place at our school, you will need to fill in a registration form and return it to the school office.

Once you have completed a registration form, the following procedures will take place:

- 1) The School Business Manager will call you to discuss the hours you would like, as outlined on the previous page
- 2) Two members of staff will complete a home visit to meet you and your child
- 3) You and your child will be invited to a pre-placement Stay and Play to explore the classroom and get to know the school
- 4) If we feel we can meet your child's needs and have space in one of our classes, at this point your child will be admitted to the school and you will receive a start date
- 5) If we are over-subscribed in the class that your child should be going into, we will discuss this with you and place your child on the waiting list



## Settling Process

Every child is different and our settling process follows each child's needs.

We request that the first day, one parent stays with the child, to help them settle into the classroom and explore it happily.

On the second day, we ask that you remain on the premises, so we can collect you quickly if your child is too upset.

After this, each day will depend on your child and how they are settling. We try to aim that they will be doing a full 3 hour session by the end of their first week, however this cannot be promised – your child's welfare comes first.

Once your child has been with us for about a month, we will hold a settling chat with you to discuss how your child is doing in the classroom and what we would like to help them with, educationally, moving forward; this will be the first of many informal progress meetings we will have with you about your child.



## Any Questions?

If you have any questions about your child, or the process, please speak to your child's class team as the first port of call.

If you feel they have not been able to answer the questions you have, please speak to the staff at the main office, who will be able to signpost you to the best person to speak to about a certain question.

We know that starting school is a scary time for parents, as well as children; you may not know how we operate and what we do day to day. There is lots of information on the school website, including a FAQ section to help you to navigate the first few weeks of your child's education.

[www.harthillnursery.co.uk](http://www.harthillnursery.co.uk)

**What?**

**Who?**

**Where?**

**Any Questions?**

**When?**

**Why?**

**How?**



# To Do



Receive this booklet and explore the website



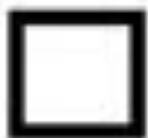
Fill in registration form



Inform the office of the hours/funding you would like



Take part in the home visit



Attend the preplacement stay and play



Officially join the nursery and take part in the settling process