



Nursery Application form 2021-2023

About us...



Highfields Spencer Academy Nursery is a brand new nursery, which opened in the Highfield Estate, Littleover for pupils who are aged 3-4 years old in the autumn of 2020.

When can we apply?

Children are able to start at our nursery from the term after they turn 3 years old. As a parent you can apply for your child's place as soon as your child turns 2, but your place will be confirmed the term before they are due to start, as we know that sometimes parents' circumstances can change!

If your child was born between 01.09.2017 and 31.08.2018 you will need to use the following process to apply for September 2021-July 2022.

If your child was born between 01.09.2018 and 31.08.2019 you will need to use the following process to apply for September 2022-July 2023.

If your child was born between 01.09.2019 and 31.08.2020 you will need to use the following process to apply for September 2023-July 2024.

We have two intake times per year- September and January, but please let us know if your child would be eligible for the Summer term as if we have places we would be able to start them then rather than waiting till the September. We would contact you in the Spring term (between Jan and March to let you know if they would be able to start from April). Priority is given to pupils eligible to start from the Autumn term.

Please note: We offer term time sessions only at Highfields to match with the rest of school and more information about term dates is available on our school website highfieldsspencer.com

Please apply by returning this form to: Anna Jones, Principal, Highfields Academy

Use the following email address: info@highfieldsspencer.com to return your completed form.

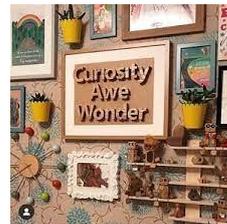


What does the day look like at Highfields?

Highfields Spencer Academy operates two 3 hour nursery sessions each day. The morning session runs from 8.45am – 11.45am and the afternoon session runs from 12.30pm – 3.30pm. We will provide 15 hour or 30 hour funded places and take up to 26 children per session but do have some flexibility for other combinations. Parents are able to request all mornings, all afternoons, all day or a mixture dependent on availability.

We offer a tailored child-centred learning experience where your children work towards the early learning goals but learn through play. We offer a warm caring environment where your children feel safe and each child is given the opportunity to reach their full potential, enabling them to develop their own sense of self-worth.

Staff plan activities to ensure each of the development areas are covered; thus helping each child move on to the next stage of development, whilst enhancing their natural desire to learn. We have created an environment where all our children can make their own discoveries, both indoors and outdoors, as well as exploring the cultures and festivals of others – both in this country and around the world.



At Highfields we work closely with Greg Bottrill who wrote 'Can I go and play now?' He designed the Message Centre, Play Projects and Adventure Island which we use in EYFS. We love reading and number work. We share stories and explore non-fiction daily and develop our number recognition and counting skills through Number blocks!

We love the Curiosity Approach, where the classroom is full of natural materials and objects you would find at home, rather than lots of plastic. This helps pupils to learn how to look after and respect their environment and helps us to have a



We are affiliated to Derby City School Sports Partnership, so our pupils can access Sports Festivals and events even from a young age. We are committed to developing physical literacy and active learning and we are part of the OPAL play programme. We started our forest school learning in the Summer of 2021 and even though our forest is tiny at the moment, our pupils love learning about how to take care of the environment and grow in their resilience, compassion, teamwork and co-operation and their respect for the living world.



Although acceptance into our Nursery does not guarantee a place in our Reception class, both Reception and Nursery work closely together to ensure a smooth transition into mainstream education.

Pupils are given the opportunity to make friends across the EYFS unit, so they will learn to play with pupils in Reception. We love to share experiences such as our school birthday parties which we hold once a term for all the children who have had their birthday in that term, or events such as our Halloween disco, World Book Day, Christmas Parties, Rainbow Arts Week and Sports Day.

We are respectful of the Reggio Emilia approach at Highfields and encourage pupils to develop their creativity and individuality through their exploration of the world around them. We 'hold their hand' through their learning.



Anna Ephgrave's 'In the Moment' planning, where the adults support and encourage pupils to develop their skills through exploration of child led learning is key to our success in Nursery as pupils are engaged throughout the day and the teacher is able to adapt the opportunities in the classroom to the needs and interests of the children. This year for example, the pupils turned the outdoor area into a lava mountain, they created a dragon who lives in our outdoor shed, they made dragon nests and painted dragon eggs, they created a fairy kingdom and designed their own fairy doors, they became superheroes and defeated Evil Pea from 'Supertato' with their own robot creations, they decided to grow their own potatoes and investigate recipes, then made their own chips and potato soup!

Parents can obtain more information about the curriculum by visiting the school and arranging a meeting with the Nursery teacher once we are open at Highfields, but until then please contact info@highfieldsspencer.com or visit our website highfieldsspencer.com

We offer the option to parents who may wish to have the option for their child to stay for lunch at school if they are attending a morning or afternoon only session- the cost of cover would be £2 per day supervision fee only for each pupil to be looked after between 11.45 and 12.30pm as we acknowledge that parents may need the flexibility to be able to pick up or drop off slightly earlier or later depending on their work commitments.

This cost is to pay for TA supervision for the children in a smaller, friendly environment so that staff can help pupils with their food and talk with them as they eat rather than them sitting with the rest of the school in the main hall, which could be daunting for small children. 15 hour and 30 hour funding does not pay for the lunch time unless parents choose to amend their hours from the 8.30-3.30 offer that we currently provide



for full time 30 hour children. Parents would need to provide a packed lunch for their child in addition to this £2 supervision fee or pay for a school dinner (please see below).

Alternatively, you can use some of your funded hours to pay for this if your child is staying all day and then only pay for the cost of a school lunch or provide a packed lunch. For example, you may choose to drop off at 8.30 but collect at 2.45pm or drop off at 9am and collect at 3.15pm and this would mean that the 45 minutes of lunch were covered.

SCHOOL DINNERS

We are also able to offer a school dinner option for our nursery children, please indicate if this is something you would like to find out about – this is provided through the school catering service. **School dinners for nursery pupils would be approximately £2.20 per day in addition to the £2 daily supervision fee. We are looking into providing a catered packed lunch option during the summer term for Nursery pupils if this is something parents would be interested in.**

Examples of how you could use your hours:

Pupils who receive 15 hours funded nursery hour (all children)	Five sessions per week either all mornings or all afternoons.
Pupils who receive 30 hours funded nursery care. A minimum of 15 hours must be used with us at Highfields, although the other 15 hours can be split between other childcare providers.	Five sessions mornings, five sessions afternoons or all day sessions if available. A £2 supervision fee would be payable each day for lunchtime cover, with parents providing packed lunch.
For pupils who receive 15 hours, you may be able to book extra sessions depending on spaces available.	For a single three-hour session this would cost an additional £12.50. Parents will be able to request and pay for as many additional sessions as we are able to accommodate, taking into account pupil to adult ratio numbers. Please note, if a child is staying all day there will be an additional £2 charge for supervision over the lunchtime and parents will be required to provide a packed lunch. Dinner option may be available at an additional cost of approximately £2.20



Section 1 – Details about your child

Child's legal forename	
Child's middle name (s)	
Child's legal surname	

Date of birth (dd/mm/yyyy)

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Gender:

Boy		Girl	
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Child's address at the time of application:

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Is the child in the care of a Local Authority or has the child previously been in care but has now been adopted or is subject to either a child arrangements order or special guardianship order?

Yes

No

If so, please provide evidence of adoption, child arrangements order or special guardianship order as appropriate.

If in care, or previously in care, by which Local Authority?

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Child of multiple birth (e.g. twin/triplet)



Please complete:

Part 1:

I would like to apply for

15 hours	30 hours

Or

I require a special combination of sessions and would like to see if you can accommodate:

I am aware that any additional sessions that I do not receive free funding for are charged at £12.50 for a three hour session.

Part 2:

I have read the proposals for session times and am aware of any possible costs for extra sessions or lunch supervision at this nursery if my child attends 8.30 till 3.30pm.

Part 3: Please tick the sessions you would require. If no preference please tick here:

I would like:

LUNCH supervision?

If also want to book dinners please add D or if bringing packed lunch please add P to the box as well as the tick

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>8.45 till</u> <u>11.45 am</u>					
Lunch supervision?					
<u>12.30 till</u> <u>3.30pm</u>					

Please note, this will help us to allocate sessions, we will notify you which sessions your child has been allocated by email in your offer letter. Each session is 3 hours long. Lunch is 45 minutes.

If you would be interested in booking further paid sessions, dependent on availability other than your child's morning or afternoon sessions, please write E for extra sessions in whichever boxes you would require as we will try to accommodate whenever possible. These sessions would be payable in advance and there is no refund for any sessions not attended, although we may be able to move the session to another date depending on numbers of pupils in that session.



Section 2 Nursery Choice

Why would you like your child to attend this Nursery? Please tick appropriately.

Normal area school	
Sibling	
Feeder school	
Distance	
Ease of travel	
Medical reason	
Social reason	
Other	

Please give details of siblings who will be attending the school if applicable

Legal names	Date of birth

Please give address if it is different to that of the child you are applying for

Does your child currently attend any childcare setting- for example, childminder or private nursery?

If so, please give the name of the childcare provider your child is currently attending

Additional information/reasons for example, does your child have any medical needs that they will need to be supported with?



Section 3- Details about parent/legal guardian making application

Title:

Forename:

Surname:

Address if different from the child's address:

Parent Date of birth:

National Insurance number:

Please note, we have to use these along with your child's birth date to register them for the 15 hours childcare and also to check eligibility for 30 hours childcare with the local authority.

Tel. no home	
Tel. no mobile	
Tel. no Work	
Email Address	

What is your relationship to the child? Mark with an X

Mother	
Father	
Step-parent	
Relative	
Social worker	
Foster parent	
Family member living in the same household	
Other* please explain	

Do you have parental responsibility for this child Yes/No?

IF ANY OF THIS INFORMATION CHANGES, PLEASE CONTACT

Anna Jones, Principal at: info@highfieldsspencer.co.uk

Declaration: I have read and understood all of the information provided by the Spencer Academies Trust, I confirm that the above named child is permanently resident at the address stated. I certify that the information given by me on this form is complete and true and that I understand steps may be taken to verify it. Misleading information could result in the withdrawal of any offer of a Nursery place.

Signed:

Date: