

Additional information, regarding Nursery settings.

As I have said in an email to schools...

*'...because Early Years settings as part of schools are expected to remain open to all children, everything should be recorded **as normal**, this includes even when;*

- *Pupils are absent because of self isolation*
- *Parents have chosen not to send their child to nursery*
- *If the nursery classes can only be open for vulnerable and critical workers children due to staff sickness or staff self isolating*

*In these circumstances you would record how many hours children would be expected to attend, if they weren't self isolating or if parents had sent them to nursery.*

*The exception to this is;*

- *Where children are not attending because school has chosen to restrict nursery provision.*

*In this case Funded Hours, Extended Hours and Hours at Setting should be recorded as ZERO'*

I want to be sure that you understand that if school has decided to close Nursery to ANY groups of pupils, and you are recording them with Zero hours, then it is highly unlikely that you will receive funding for these pupils.

In order to mitigate the financial risk for your school, it is recommended that if you have previously decided to only open in person to vulnerable/keyworker children, then you contact parents as a matter of urgency to see whether if they were offered a nursery place in the context of the broader "stay at home guidance" they would take it up **and keep a record of all responses**.

In the event that it's feasible to open up your nursery provision to those parents wanting it by census day (this **Thursday 21<sup>st</sup>**), please do so.

This will then allow you to include funded hours for all children as if they were attending normally, even those whose parents opt not to take it up.

**WE ARE STILL WAITING TO HEAR IF SCHOOLS WHO HAVE HAD TO CLOSE NURSERIES FOR OPERATIONAL REASONS (RISK ASSESSMENT ETC) ARE ABLE TO RECORD USUAL HOURS.**