

Policies & Procedures

# Nursery Admissions Policy



Part of



# St Chad's CE Primary School – Nursery Admission Policy

## Purpose of this Policy

The purpose of this policy is to inform parents about the fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocating places.

*Please note the allocation of a Nursery place in school does not guarantee a Reception place. There is a separate admissions policy for school places.*

## General Information

St. Chad's has a 52 place Nursery.

Applications for places in the Nursery will be accepted after the child has reached the age of 2 years old.

Offers of a Nursery place are usually made in the term prior to the child's 3rd birthday and children will be admitted following their 3<sup>rd</sup> birthday. The universal 15 hours of free childcare is accessible from the term following the child's third birthday, however parents can choose to self-fund a place from the time their child is three until they are eligible to access their free childcare.

St Chad's CE Nursery offers fully flexible provision, where available. We offer:

- 15 hours LA funded places from the term following the child's third birthday,
- Funded 30 hour places (subject to availability and eligibility)
- The option to purchase additional sessions (where available)

Parents may state a session preference although this cannot be guaranteed.

Unless Nursery is over-subscribed, children will usually be admitted in strict chronological age order, eldest first.

The Governors reserve the right to diverge from this general policy where children with Special Needs or children at risk would benefit from a place, though these factors do not guarantee a place.

There are no procedures for appeal against the Governors not offering a place.

The Governors may, from time to time, review and alter this policy.

**Unlike the Main School Admissions Policy, there are no specific sibling, 'Church', 'Faith group' or community criteria for admission to the Nursery. If Nursery is oversubscribed, places will be awarded according to the 'Over-Subscription criteria' below.**

## Over-Subscription Criteria

If Nursery is oversubscribed, places will be allocated in line with the following priorities:

1. If a child already has a sibling in Nursery or main school
2. Closest distance from the school (which is measured in a straight line from the home to the middle of the main building of the school. Computer mapping software will be used to determine this distance).

## Basic Eligibility criteria for 15 Hour Funded Places

- The age of the child: three years old upon entry to Nursery.
- Parents must provide an original birth certificate for key staff to check against data collection information and then return. This information is required before a child begins attending Nursery.
- A Nursery contract must be signed termly by parents/carers.

**Parents/carers can divide the 15 hours of funded provision between two providers.**

## Eligibility Criteria for 30 Hour Places

Parents must meet the government criteria for eligibility:

- Child must be three, or four years old;
- Both parents must be working, or the sole parent is working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage, or National Living Wage;
- Each parent must have an annual income of less than £100,000.

Parents must apply to HMRC in order to be eligible for 30 hours of funded provision. Parents must then meet St Chad's CE Nursery admission criteria.

The attendance patterns for Nursery are outlined below:

Attendance Pattern	Hours	Charges
15 hours Free provision	8.30am-11.30am	Free of charge
15 hours Free provision	12.30pm-3.30pm	Free of charge
Two and a half days	Full days places comprise of: Morning session: 8.30am-11.30am, Lunchtime care: 11.30am-12.30pm; Afternoon session: 12.30pm - 3.30pm. Days required identified by parent/carers	<ul style="list-style-type: none"> <li>• Lunchtime care charge: £2.75</li> <li>• £5.50 per week for two lunchtime care sessions;</li> <li>• £8.25 per week for three lunchtime care sessions.</li> </ul> <p><i>Parents can, if they wish, opt out of lunchtime care and associated charges by collecting their child at 11.30am and return their child to Nursery at 12.30pm.</i></p>
30 hours of Free Nursery provision	5 days comprising of 10 sessions: Morning session: 8.30am-11.30am; Optional lunchtime care 11.30am-12.30pm; Afternoon session: 12.30pm-3.30pm	<ul style="list-style-type: none"> <li>• Free of charge if accessing 10 nursery sessions with no lunchtime care;</li> <li>• £2.75 charge per lunchtime care session;</li> <li>• £13.75 per week for days including 5 lunchtime care sessions.</li> </ul> <p><i>Parents can, if they wish, opt out of lunchtime care and associated charges by collecting their child at 11.30am and return their child to Nursery at 12.30pm.</i></p>

## Partnerships with other Providers

St Chad's CE Nursery work collaboratively with other settings, in order to ensure the needs of children who access nursery provision across more than one provider are fully met.

## Admission of children still in Nappies

Most children are expected to be able to use the toilet with supervision by an adult, if required, upon entry to nursery.

Children who still have continence issues at nursery admissions age will not be refused entry to the school nursery, however, we expect that toilet training is already underway and that children attending Nursery are in pants not nappies or pull-ups, unless there is a specific medical reason why this is necessary. For children with Special Educational Needs or medical needs, supporting reports from specialists may be required. We will liaise closely with families to support the needs of the child.

## Transition into Nursery

In the term before children are eligible to start attending Nursery, staff will arrange to visit the child/parent in their home. During this visit transition into Nursery will be discussed and parents/carers and children will be invited to attend Stay and Play sessions. These sessions support parents/carers and children in becoming familiar with nursery environments for learning, adults working in nursery and playing in close proximity to other children.

## Key Workers

Children are assigned a key worker during their transition into Nursery. Key workers are staff working in Nursery during the main sessions on a daily basis.