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**Admissions Policy**

There are 78 fte places in the Nursery School for children aged 3-5 years, which are allocated during the Summer Term of the year prior to entry and then throughout the year, should places still be available.

Parents/Carers seeking a Nursery School place can apply when their child is any age, but please be aware length of time of the application list does not give a child priority. Age of admission will depend on the number of places available.

Two members of the Leadership Team will allocate places referring to the following criteria (listed in order of priority):

1. Children who are currently, or have previously been, in care /or those with an Education and Healthcare Plan or registered disability;
2. Children with specific educational, medical and/or social needs;
3. Children who are currently or have recently been in receipt of a Child in Need or Child Protection plan
4. Children who live in specific postcode areas (based on a list compiled from the Index of MultipleDeprivation);
5. Children attending the Orchard Room provision;
6. Children who have a sibling currently attending the Nursery School or the Orchard Room provision;
7. Children with siblings who have formerly attended the Nursery School;
8. Distance to the School (closest will take priority)

**All 3 and 4 year old children** can access Universal Funded Entitlement funding of 15 hours nursery education per week during term time, starting the term after their third birthday.

**Some 3 and 4 year old children** can accessExtended Funded Entitlement funding equivalent to 30 hours nursery education per week during term time, starting the term after their third birthday, if they meet Government criteria. It is the responsibility of the child’s parents/carers to find out whether they are eligible for the extended entitlement. For more information and to check your eligibility please go to:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If parents/carers working circumstances change, they should inform Nursery School immediately as this may affect their child’s Funded Entitlement. After completing an application form, the Local Authority will check families’ eligibility for the additional hours on a termly basis.

If parents/carers become unemployed after the funding application is approved they will have a short period to find alternative employment before funding for these additional hours stops. If employment is not found, your child will move to a universal entitlement 15 hour place.

**Patterns of Attendance**

**Universal Funded Entitlement nursery education** of 15 hours per week term time only can be accessed as:

* 8.30am –11.30am Monday to Friday
* 12.30pm-3.30pm Monday to Friday

**Extended Funded Entitlement nursery education** of 30 hours per week term time only can be accessed as:

* 9.30am -3.30pm

*Parents can either pay for a hot lunch during the day or bring a packed lunch at no additional cost*

**Admissions for the Special Support Centre**

The Special Support Centre allocates places to support children who have complex Special Educational Needs. For the criteria and admissions procedures for the Special Support Centre please refer to the Special Support Centre Policy.

Children who are entitled to 30 hours provision and access their morning place in the SSC will attend from 8.30am-11.30 am in the SSC and their afternoon provision in Nursery School from 11.30-2.30pm

**Admissions for the Day Care Provision**

The following places are available:

* Twenty six full time equivalent places for children aged 0 – 3 years;
* Twenty four full time equivalentplacesfor children aged 3 – 5 years.

**Day Care in the Orchard Room**

Children are generally asked to attend a minimum of 3 sessions per week, to aid settling, attachment and to gain the most from their time at Nursery. However, due to parental financial restraints and availability of places this requirement may be reduced to a minimum of 2 core sessions at the discretion of the Lead Practitioner.

Session times for the fee-paying under-threes are:

8.30-11.30am – AM Session

11.30-12.30pm – Lunch Session

12.30-3.30pm – Afternoon Session

3.30-5.00pm – Tea Session

Local Authority 2 Year Old Funded Children

Orchard Room children receiving Local Authority 2 Year Old can access 15 hours of funded sessions (during term time only)

These are offered as:

* Five mornings from 8.30am to 11.30am, or
* Five afternoons from 12.30pm to 3.30pm

Orchard Room – Working Families & Paying Families

Children from working families who have confirmation of their entitlement to the new funding for working families can take up 15 hours’ worth of funded sessions from **the term after** they turn 9 months

All places are Term Time Only and funding will not cover holiday periods. Any holiday care required will need to be booked and paid for termly.

The 15 hours of funded sessions can be taken as a combination of the following:

* Two long days 9.30am-3.30pm (6 hours)
* 1 half day 9.30am-12.30pm or 12.30pm-3.30pm (3 hours) up to a total of 15 hours,

Any hours above these core funded sessions will be chargeable

The Leadership Team allocates places referring to the following criteria in order of priority:

1. Children who are currently, or have previously been, in care /or those with an Education and Healthcare Plan or registered disability;
2. Children with specific educational, medical and/or social needs;
3. Children who are currently or have recently been in receipt of a Child in Need or Child Protection plan
4. Children who live in specific postcode areas (based on a list compiled from the Index of Multiple Deprivation);
5. Children who have a sibling currently attending the Nursery School or the Orchard Room provision;
6. Children with siblings who have formerly attended the Nursery School;
7. Distance to the School (closest will take priority)

Whilst every attempt will be made to ensure consistency and continuity for all children we cannot guarantee that children attending the 0-3 provision in the Orchard Room will receive a place in the Nursery School.

**Daycare for Nursery School children**

Subject to availability, Parents and Carers are able to increase their child’s Nursery education by the addition of extended services which are available all year round, there is a charge for additional sessions and ALL sessions during school holidays. The extended services of the Nursery School are closed each year for up to 12 closure days, 5 inset days and all statutory public holidays; you will not be charged for these days.

Extra sessions offered:

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| --- | --- |
| Breakfast | 8.00am-8.30am |
| Early Start | 8.30-9.30am (for children accessing a full day 9.30-3.30pm) |
| Morning Session | 8.30am-11.30am |
| Lunch Session | 11.30am-12.30pm |
| Afternoon session | 12.30pm-3.30pm |
| Tea Session | 3.30pm-5.00pm |

Requests for extra sessions must be made in writing to the Admin Team, either on the initial application form or on an Extra Session Request Form (available from the office). Every effort will be made to accommodate the needs of the parent and their child, spaces permitting, priority being given to children already on roll in the Nursery School and children of working parents. Children will only be able to access extra sessions once the contract has been signed and handed in with a deposit of two weeks’ fees. The Nursery School reserves the right to withdraw extra sessions from a child if payments are not being met (please read the Fees and Charging Policy for further information on this).

A waiting list is in operation for all sessions should they be full.

**Casual and Emergency Admissions**

We recognise that occasionally a parent may need additional, unplanned and ‘one off’ childcare sessions. In these situations, we are sometimes able to offer short term childcare for children already on roll in the setting, subject to availability. Extra sessions taken will be charged at the normal rate and an additional £5.00 administration fee will also be levied. Requests should be made verbally to the Admin Team in the first instance and be followed up with the submission of an Extended Services Form. The office will confirm that an extra session has been booked by issuing an invoice to confirm payment is due. The parent will then be liable for meeting this cost even if they subsequently decide not to take up the session.

**Right to Appeal**

Parents and Carers have the right to appeal against any admissions practice which they perceive to be contrary to the content of this policy. Complaints should be made in writing to the Executive Headteacher (see Complaints Policy)

**Date:** Summer 2024  **To be reviewed:** Summer 2025