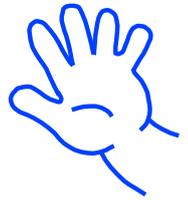


# Rye Park Nursery School Centre

HERTFORDSHIRE COUNTY COUNCIL

Walton Road, Hoddesdon

Herts EN11 0LN



**Headteacher: Helen Ackerman BA Eds (Hons)**

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## **Admissions Policy**

### **Rationale**

Rye Park Nursery School aims to provide a fair and transparent admissions system. Rye Park Nursery School aims to offer a high quality early years education for families in the local community. Priority for Nursery places will be given to children attending Ryesings Pre-school class and those from the local area; however children will be accepted from other local areas if there are places available. Priority for a Ryesings place will be given to those eligible for 2 year funding and to children from the local area.

### **Applying for a Pre-School or Nursery place**

- Parents and carers are advised to complete a paper application form available from the main school office or downloadable from the website. This should be returned to the school office as soon as possible where it will be added to the waiting list in date of birth order (oldest children first).
- Parents are requested to inform the School office as soon as possible if they believe they are eligible for 30 hours free childcare. Admission guidelines for this are detailed below. Please note this is no guarantee that a 30 hour place will be offered.

### **Criteria for Admissions**

As a maintained nursery school we follow the Hertfordshire County Council admission arrangements guidance. However when allocating Nursery places we also give preference to children attending Ryesings, our Pre-School class. In Ryesings two year olds who are eligible for government funded free place will be offered a priority place for up to 15 hours.

### **Order of priority**

1. Children with an Education, Health and Care plan naming the school
2. Children in public care (Children Looked After)
3. Children 'at risk' or with a Child Protection Plan
4. Children with a particular medical or social need to go to the school or who may have been referred by outside agencies for example Health Visitors, Children's Centre, Early Years Advisory services etc. Children eligible for two year funding.
5. Siblings (at the time of entry)
6. Children already attending Ryesings Pre-School class
7. Children of staff currently employed by Rye Park Nursery School
8. Children who live within 1 mile radius of the school within Hertfordshire.
9. Any other children

### **Pre-School places**

- Priority places will be given to children who are eligible for 2 year old funding.
- Children will be offered places according to their date of birth starting with the oldest children.
- Children become the correct age for a place in Ryesings the term after their second birthday.
- When a place becomes available the Pre-School Manager will make contact by phone or email to discuss availability and parent's needs.
- Formal confirmation of the place is sent by post including an invitation to an open session, start date and welcome pack. Parents are always welcome to visit in the term before their child starts.
- Parents are requested to bring their National Insurance details and their child's birth certificate and NHS number to the open session where all essential paperwork will be completed.
- Parents will be asked to complete a home/school agreement which states terms and conditions for payment of fees etc. Once a place is agreed parents are required to give one month's notice to leave and will be expected to pay in full for that notice period.

### **Nursery places**

- Parents and carers who have applied will be sent a letter offering their child a Nursery place and a deadline to accept or decline.
- On acceptance of a Nursery place further information will be posted out including a welcome pack and a request for preferred sessions.
- Once sessions are confirmed you will be notified of your child's start date.
- Parents are requested to bring their National Insurance details and their child's birth certificate and NHS number.
- Parents are required to sign the home/school agreement and contract prior to admissions.
- In order to receive a free funded place (15 hours) parents will be required to sign a parental declaration each term.

### **30 hour places**

- The school has a limited amount of 30 hour places available.
- Please see <https://childcare-support.tax.service.gov.uk/moreinfopar/2> for the eligibility criteria.
- Allocation of these places will be completed following the guidelines below;
  1. Priority will be given to existing Rye Park families (either in the Nursery or in the Pre-School) who present an eligible reference code to the main office.
  2. The remaining 30 hour places will be allocated on a first come, first served basis. The School Secretary will ensure that applications are dated and securely stored to facilitate this system. Places will be allocated on the condition that Parents are able to provide a valid reference code and check for continued eligibility throughout their time at Rye Park Nursery School Centre.
  3. A waiting list system is in operation for 30 hour sessions should they be full.

Registration forms will be stored in the School office in date of application order and Parents will be contacted directly should a place become available.

- There will be a grace period of a term if a Parent or Carer loses their job. This will enable time for further job searches. The school needs to be kept informed at all times and if a new job is not secured within the grace period, the 30 hour place will be withdrawn and offered to the next person on the waiting list.
- The Rye Park Nursery School Centre has a 30 hour core offer of 9.30am - 3.30pm, Monday to Friday. There are options to purchase additional hours (e.g. 8.45-9.30am) at a cost of £4 per day. Parents are requested to indicate on the registration form if they would be interested in purchasing extra hours. The Nursery School reserves the right to withdraw extra hours if invoices are not paid, please see the Non Payment of Fees policy.
- 30 hour provision, at The Rye Park Nursery School, will be split between the Rainbow room and the Nursery. Children will need to be dropped off at the Rainbow room at 9.30am (unless additional time is purchased i.e. an 8.45am drop off) with their lunch box. At 12.25pm children will be escorted to the Nursery for their afternoon education session. Please note we request that if you do not want to use the full 30 hour funding you prioritise the 15 hour Nursery sessions in the afternoon.
- Additionally those eligible for 30 hours entitlement have the option to split their funding between two settings, providing they take up 15 education hours within the Nursery School (either 5 x morning sessions 8.45-11.45am or 5 x afternoon sessions 12.30-3.30pm). Other providers may include day nurseries, childminders, other Early Years provision etc. Parents are requested to indicate on the registration form if this is something they would be interested in doing.
- Children who attend for 30 hours provision will be included in lunch club and will be required to bring a packed lunch every day. The Nursery School endorses healthy eating (please ask for the lunch club policy) and certain foods are not permitted (e.g. nuts, due to children having severe allergies). Parents who do not follow this guidance will be contacted directly.

**To ensure that admissions to the school are fair and transparent the following procedures will apply:**

- When a parent or carer makes an enquiry to the school and there is not a place available, the school's waiting list procedure will be explained fully.
- The waiting list is managed in accordance with the criteria for admissions set out above with priority given to children from Ryesings Pre-School class. The school will advise the parent or carer at the time of application on an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and/or email requesting confirmation that the place is still required. If no communication is received from the parent or carer within five working days the next person on the waiting list will be contacted and offered the available place.

## **Roles and responsibilities of Headteacher, other staff, Governors**

The **Headteacher and Pre-School Manager** will ensure that:

- Children are admitted in accordance with this policy.
- Where places are available, children are admitted in accordance with the agreed priorities.
- All **staff** are expected to follow this policy when advising prospective parents and admitting children.

The **Governing body** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities.
- The admission arrangements are made available to parents and potential parents via the school website.
- An admissions register is kept up to date

## **Date established by governing body**

October 2017

Review September 2019

Headteacher: Mrs Helen Ackerman

Chair of Governors: Mr Neil Harvey

Any queries or concerns about admissions should be discussed with Mrs Helen Ackerman, Headteacher or Mrs Helen Blay, Pre-school manager of Rye Park Nursery School Centre.

Telephone: 01992 462802

admin@ryepark.hertssch.uk



