



Nursery Admission Policy

Equal Opportunities \ Inclusion

Our aim as an educational establishment, is to provide Early Education of the highest quality accessible to and inclusive of our local community. Each application is considered, regardless of race, gender, religious belief, intellectual or physical ability, social or cultural background.

We adhere to Sheffield City council's Free Early Learning Code of Practice and all related statutory regulations and requirements including all relevant equality and discrimination legislation.

Applications

Applications are welcomed from as early as possible, we operate a waiting list from birth.

Currently children are funded from the term after their third birthday or if your child is in receipt of two year old funding they are able to start with us in the term they are three. There are a number of paid places for children who wish to join nursery in the term of their third birthday.

Parents will be contacted two months before their earliest start date to arrange a visit and discuss needs and availability. Following this we will arrange for at least one parent and child visit (more available as required) and a home visit. During this period all paper work must be completed with agreements signed. Once completed, individual transition arrangements and a start date will be agreed.

Late applications, will be considered depending upon availability.

Services Available and Places

The Nursery is able to accommodate a maximum of 39 places during peak times and 26 places at off peak times. Parents can access a variety of funding arrangements:

- 15 hour universal offer (FEL funded)
- 15 hours 2 year old funding (Rising three's)
- 30 hours extended funding (15hrs FEL and 15hrs Extra Funded)
- Parent funded places.

(*The Local Authority fund 38 weeks per calendar year which is occasionally less than the school's).

We offer flexibility regarding hours, so that we can meet parent commitments as well as the child's needs.

We are open 9 hours a day, from 8am until 5pm (8am until 4pm Friday's).



Core daily hours: 7 ½ hours from 8.00am - 3.30pm or 8.30am – 4.00pm.

Wrap around hours 8.00-8.30am and 3.30-5.00pm.

Morning and afternoon sessions: 3 hours 8.30am -11.30am or 12.30-3.30pm.

We will always try to cater to your requirements by mixing these session (i.e 1 day and 2 extended afternoons = 15hrs) and incorporating the extended hours (i.e 3, 9 hour days and a morning session = 30hrs).

To allow us to balance the needs of the children's education and the sustainability of the Nursery our aim is to have a 50/50 split between 15 hours and 30 hrs provision, as a consequence we will restrict 'morning only' places to 10.

When oversubscribed we might not be able to offer you the hours you are entitled to, in these circumstances we will support a partnership with another provider.

We welcome shared placements, where a child is attending two registered settings including childminders. However any request for less than 15 hours will be considered but cannot be guaranteed.

Holiday's taken in term-time are not transferable or refundable.

The FEL Code of Practice stipulates a 4 week notice period for changing provider's mid-term.

Withdrawal of Offer of a Place

Whilst we never want to be in a position to take away a place and will always work with you to solve any issues, we have a responsibility to protect children against behaviour that disadvantages them. These could include:

- Attendance - If attendance levels fall below 80% and it is not addressed
- Physical and verbal abuse of staff will not be tolerated
- Behaviour that endangers pupils or staff's safety
- Behaviour that is detrimental to the aims of the nursery

Reception Class Places - A place at the Woodseats Nursery does not guarantee a place in the school's reception class, please see the School Admissions policy.

Charges

Meals are not included in the funding so those accessing a session/s over dinner time will need to provide a packed lunch (we are unable to re-heat any foods) or purchase a school dinner £1.75 per day. Those children in receipt of Early Years Pupil Premium (EYPP) are eligible for a free school meal each day.

Free Fruit and vegetables are included as a snack and milk and water are available as a drink. However, the children also have a carbohydrate snack: toast, brioche, rice cakes etc. These are funded through a voluntary contribution of £4.00 per half term (approx. 6 weeks).



For charging additional parent funded hours see - **Nursery Charging Policy and Agreement.**

Oversubscription Criteria

In case of demand out stripping the places available the following order of priorities of allocation are used:

- Looked After Children and previously Looked After Children
- Special Educational Need or Disability (SEND)
- Vulnerable families and those in receipt of EYPP
- Siblings and families of the children who attend the school
- Proximity to the setting
- Date of application
- If not taking full hours – impact on others ability to attend their full entitlement

If we are unable to allocate your child a place you can place them on our waiting list. When a place becomes available your application will be considered against the Oversubscription Criteria.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the nursery to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Headteacher and governors. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our nursery and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our nursery, then we will accept this and continue to do all we can to provide the best education for all the children at our Nursery.

Adopted November 2018

Signed: Sinead Fox

Signed: Sarah Hall