

NURSERY ADMISSIONS POLICY



3 and 4 year olds in England are currently entitled to 15 hours of free childcare a week during term time. From September, some 3 and 4 year olds will be able to access 30 hours of free childcare if their parents are working and living in England.

The spaces we can offer from September 2017 are:

10 x first half of the week

10 x second half of the week

15 x full time (either 30 hours free if eligible or charged for the extra 15 if not eligible)

1. AIMS

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of nursery education on a fair and equitable basis.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To help promote consistency of practice and procedure between nursery classes in Brighton and Hove.
- 1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- 1.5 To provide quality nursery education to children and families in our local community.

2. CRITERIA FOR ADMISSION

Children are admitted to the nursery in the term following their third birthday if appropriate according to the criteria in the following order of priority.

- 2.1 Children who have an elder sibling currently in school.
- 2.2 The position of the children's home address in relation to the school.
- 2.3 September admissions: Children who are entitled to more than 3 terms in the nursery and already attend our nursery prior to the September intake.
- 2.4 Other considerations are:
 - a. A balance of age ranges catered for by the nursery class.
- 2.5 Within the above criteria, each application is always considered very carefully on its individual needs.
- 2.6 Full time "charged" places where parents are not eligible for the 30 hours free childcare will be allocated separately to free places, as this will depend on demand. These places will be allocated in accordance with this policy and may be reviewed depending on the child's age and capability with coping with a full time place.

3. THE NURSERY "WAITING LIST"

- 3.1 A waiting list will be kept by the school for names, addresses, D.O.B., telephone number and date registered of children. Parents will be required to complete an admissions form.
- 3.2 A place on the waiting list does **not** guarantee a place in the nursery.
- 3.3 No place will be confirmed from the waiting list until the child has reached two years of age.
- 3.4 The waiting list will not operate places on a "first come, first served" basis. The length of time children are on the waiting list in no way influences the decisions about places.
- 3.5 Completed forms should be returned to the school.

4. NURSERY INTAKE

- 4.1 The September intake into nursery will be staggered over no more than 2 weeks and home visits will take place before this time.
- 4.2 Other places will be allocated as and when they become available by telephone or sending a letter.

5. DECISIONS ON PLACES

- 5.1 Decisions on places will be made by the Office Manager and Office Assistant and finalised by the Headteacher.
- 5.2 Decisions will be based on the criteria and procedures laid out in the admission policy and places will be confirmed as follows:

September intake: The October half term prior to the intake date.
January intake: The October half term prior to the intake date.
April intake: The February half term prior to the intake date.

If spaces become available between these dates due to children leaving, then these spaces will be allocated in accordance with our admissions policy.

Cut off dates for new pupil intake for each term are as follows:

September intake: 30th September (remaining places will be allocated to Jan intake)
January intake: 31st January (remaining places will be allocated to April intake)
April intake: No cut off point

- 5.3 Decisions will be final and there will be no right of appeal by parents.
- 5.4 Account will be taken of any preference for a particular session expressed by parents, but preferences are not guaranteed.
- 5.5 The types of sessions available will be either first half of week, second half of week or full time. The Governing Body will decide at the Headteacher's recommendation which sessions are available e.g. first half and second half of week and full time

spaces only.

- 5.6 The amount of full time places available will be decided by the Headteacher up to 6 places in consultation with office staff and nursery teachers and then beyond that, the Governing Body.
- 5.7 A confirmation letter of receipt will be sent once a nursery admissions form is received.
- 5.8 **If a potential place in the nursery is provisionally and verbally offered, the place will be lost if the parent does not return the form within one week. If the nursery form is not returned to the nursery and no letter of confirmation of receipt has been received by the parent there is no entitlement to the verbal offer of the place. This will be made clear to parents if a verbal offer is made.**
- 5.9 **It must be made very clear to parents that the offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school.**

6. 30 HOURS ENTITLEMENT

- 6.1 Parents need to register to find out if they are eligible for the 30 hours free childcare. If so, they receive a 30 hours eligibility code, which is a unique 11-digit reference number. Parents then need to email us the following:

Your eligibility code
Your National Insurance number
Your date of birth (parent)
Your child's date of birth

This information is required to carry out the checks. Confirmation will then be given from our nursery to secure the place.

To find out eligibility and register for 30 hours:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

This link has more detailed information about the scheme:

<https://childcare-support.tax.service.gov.uk/moreinfopar/2/?returnURL=%2Fpar%2Fapp%2Fapplynow>

Please note: this information has been taken from the DfE guidance and Brighton and Hove - April 2017.

- 6.2 30 hour places are still offered to parents that are not eligible for the free funding at a cost of £4.00 per hour for the extra 15 hours (Agreed April 2017 and reviewed annually).
- 6.3 The notice period for leaving a 30 hours space in the nursery is a half term.

7. NURSERY OPEN DAYS

- 7.1 The nursery class will hold a Parents' Open Day in July for parents and children to be admitted in September.

- 7.2 A follow-up home visit for each child will be arranged and must be carried out before a child can start.
- 7.3 Children admitted during the year will be invited to visit the nursery before they actually start.

8. HOME VISITS

- 8.1 All children who have accepted places will be visited at home by a member of the nursery staff.
- 8.2 Home visits will occur within the first two weeks of the Autumn Term. The nursery class will remain closed during this period.

9. LEAVERS DURING THE YEAR

- 9.1 If a child is withdrawn from nursery during the school year, then the parents will have to re-apply to the waiting list and the application will be considered according to the criteria along with all the other applications. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.
- 9.2 Withdrawal from full time places including a charge: See Nursery terms and conditions (Appendix 1).

10. LOSS OF NURSERY PLACE

Nursery places will be lost due to the following conditions:

- 10.1 If attendance and punctuality is poor or erratic, the nursery teacher will talk to parents and warn them of the great demand for places. This conversation should be recorded and dated.
- 10.2 If attendance and punctuality remain poor a letter will be sent.
- 10.3 If, following the letter, there is no sustained improvement then the child will lose their place and it will be offered to someone else. Parents will be notified of the loss of place in writing.
- 10.4 If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child will lose their place and it will be offered to someone else.
- 10.5 **If a potential place in the nursery is provisionally and verbally offered, the place will be lost if the parent does not return the form within one week. If the nursery form is not returned to the nursery and no letter of confirmation of receipt has been received by the parent there is no entitlement to the verbal offer of the place. This will be made clear to parents if a verbal offer is made.**
- 10.6 Full time places that are not eligible for 30 hours free childcare: St Peter's Community Primary School reserves the right to withdraw the nursery provision if payment is not received in accordance with the nursery terms and conditions (See Appendix 1).

11. TRANSFER FROM NURSERY INTO SCHOOL

- 11.1 Children will generally transfer from nursery into a reception class in the September of the school year in which they become 5.
- 11.2 The nursery staff will liaise closely with other colleagues in reception classes to make arrangements as necessary for a smooth transfer. They will send up reports and other agreed records (see Assessment Policy) to the child's new school and other schools are welcome to make their own transfer arrangements.

ST PETER'S COMMUNITY PRIMARY SCHOOL NURSERY FULL TIME CHARGED PLACES TERMS AND CONDITIONS

Payment

- St. Peter's Nursery will charge for full time nursery places where parents are not eligible for 30 hours of free childcare. Full time places will run from 9.00am - 3.00pm each week day. Charges for a full time places are currently:

£60.00 per week (to be reviewed 01/04/19)

- Fees will be due half termly in advance upon receipt of invoice.
- Fees must be paid to the Office Manager/Bursar.
- Payment can be made by cash, cheque (payable to "St Peter's Primary School"), BACS (details on invoice) or particular nursery/childcare voucher schemes (please discuss this with the Business Manager prior to your child starting our nursery).
- No arrears are permitted. St Peter's Community Primary School reserves the right to withdraw the nursery provision if payment is not received in accordance with these nursery terms and conditions.
- A receipt will be issued but if it is not received, it is your responsibility to request a copy.
- Childcare vouchers are accepted from accredited providers. However, this is your responsibility to set up and to ensure all payments are received by due dates.

Dropping off and collecting your child

- Nursery times must be adhered to. Children cannot be dropped off before 8.55am and must be collected promptly.
- As a school, we believe in providing high quality education for every child. We value the importance of positive attitudes towards learning and education and encourage good patterns of attendance and time keeping.

Absence

- The nursery operates during term times only. No fees will be due if the nursery is closed during term time e.g. bank holidays, INSET days or emergency closures. Payment will be credited for any unexpected school closures if fees have already been paid.
- Full fees must be paid if your child is absent or on holiday.

Notice of termination of booking

- We require one half term's notice of withdrawal from the nursery. In special circumstances, the Headteacher may agree to a lesser period at her discretion.
- Please note: it may not be possible to change from a full time place to part time due to availability as there are a limited number of places.

Please direct any queries about these terms and conditions in the first instance to the Business Manager, Colette Lynch or the Headteacher, Michele Lawrie.

Signed: Date:

Print name: Parent of: