

Warren Mead Nursery
at
Warren Mead Infant School



Warren Mead Governors will be opening a Nursery within the grounds of the Infant School in September 2019

Nursery Admissions policy 2019/20

A child will be eligible for admission to the nursery from the term after they turn two years old.

Admission will be subject to an application being made and places available.

Please note that there is **no** automatic admission into the Reception Classes of Warren Mead Infant School for children attending the nursery. Parents will need to **reapply** for a place in Reception when their child reaches statutory school age.

We are a term time only nursery and offer 15 or 30 hour places as follows.

30 hour places

- 5 days 9am-3pm (drop off is available from 8.45am but session starts at 9am)
- We will offer 30 hour places as follows:
 - 5 days funded by extended free early education (30 hrs funded)
 - 2.5 days a week funded by free early education (15 hrs funded) and 2.5 days a week funded by parent or carer
 - 2.5 days a week funded by free early education for two year olds (FEET) and 2.5 days a week funded by parent or carer.
 - 5 days a week funded by parent or carer

15 hour places

- 2.5 days at the start of the week, Monday & Tuesday 9am - 3pm and Wednesday morning 9am – 12noon
- 2.5 days at the end of the week, Wednesday afternoon 12noon - 3pm, Thursday & Friday 9am – 3pm
- We will offer 15 hour places as follows:
 - 2.5 days a week funded by free early education (15 hrs funded)
 - 2.5 days a week funded by free early education for two year olds (FEET)
 - 2.5 days a week funded by parent or carer

Parents wishing to apply for a place for entry in **September 2019** must complete the application form and submit it directly to the nursery (via the school office) **by Friday 1st March 2019**. Subject to availability we will also have a late application date for September 2019 followed by a Spring and Summer admission date as shown in the model.

Child start date	Deadline Date	Offer of a place
Autumn Term Start September 2019	Friday 1 st March 2019	Friday 8 th March 2019
Autumn Term Start September 2019 *Late applications*	Friday 3 rd May 2019	Friday 10 th May 2019
Spring Term Start January 2020	Friday 18 th October 2019	Friday 25 th October 2019
Summer Term Start April 2020	Friday 10 th January 2020	Friday 17 th January 2020

* Due to the nursery being new, for this year only, we will take late applications for the Autumn Term intake as shown above. Places will only be offered **if** they are available following the first round of placement offers in March.

Please note that spaces are only allocated for admission into the nursery in Spring and Summer **if they are available following the first Autumn intake.

Criteria for admission to the nursery

Warren Mead Infant School will offer children a place in the nursery according to the criteria in the following order of priority.

1. Looked After Children and previously Looked After Children (see note i).
2. Children of staff employed at Warren Mead Infant School or Warren Mead Junior School who have a permanent contract of employment with The Oaks Academy Trust.
3. Exceptional Circumstances (see note ii).
4. Siblings of children who will be on roll at Warren Mead Infant School or Warren Mead Junior School at the time of admission (see note iii).
5. **Children who will turn 4 years old between 1 September 2019 to 31 August 2020** (this is to give priority to older children who will be due to transfer to Reception in the next academic year – September 2020 - and hence only have one year left to attend nursery).
6. **Children who will be 3 years old between 1 September 2019 and 31 August 2020** (these children will be able to stay on in nursery for another year in 2018/19 as they will not be due to start Reception until September 2021).
7. **Children who will be eligible for Free Early Education for Two Year olds (FEET) funding the term after their 2nd Birthday** (these children will be able to stay on in Nursery for two further years in 2019/20 and 2020/21 and will be due to start Reception in September 2022).

If it is not possible to offer places to all applicants who meet a particular criterion (1-7 above), places will be offered to children meeting the criterion whose home address is nearest the school.

The distance is measured in a straight line from the address point of the child's home, as set by the Ordnance Survey, to the nearest official school gate for pupils use. This is calculated using the Surrey Admission and Transport Team's Geographical Information System.

The final decision with regard to admissions and the allocation of sessions will rest with the Governing Body of the school.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application, which has effectively denied a place to another child, the governors reserve the right to withdraw the place.

The nursery operates a waiting list for any places which may become available during the year. When such places come up, all children on the waiting list are considered and places are offered in accordance with the above admissions criteria at the date the vacancy is formally notified. Children remain on the waiting list until the parent requests they are removed or fails to respond to a letter asking if they wish to remain on the list.

Guidance Notes

i) Looked After and previously Looked After Child – a child who is in the care of the Local Authority or provided with accommodation by that authority; and a child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status will be required from the LA at the time of application in all cases.

ii) Exceptional Circumstances - a child who has a serious medical condition or there are sensitive family circumstances which make it essential that the child attends Warren Mead Nursery, rather than any other. Appropriate documentary evidence must be submitted at the time of application for consideration by the governors, making clear why attendance at this nursery is essential.

NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

iii) Siblings – a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case.

Tie-breaker – If it is not possible to offer places to all applicants in a particular category, places will be offered to children within the category whose home address is nearest the school. Measurements are by straight line distance using Surrey Admissions and Transport Geographical Information System from the child's address point as set by Ordnance Survey, to the nearest school gate available for pupils to use. For buildings where there are multiple addresses with only one address point or where two or more applicants to the same school would have the same distance measurement, priority will be decided by way of lottery.

Home address – the child's permanent address or in cases of shared custody, where the child lives for the majority of the school week.

Parent – a natural, adoptive, step or foster parent or other legal guardian.

- We reserve a **certain number of places for 2 year olds**. In the instance that there are no applications for 2 year old FEET funded or parent funded places from applicants meeting criteria 1-7 we reserve the right to offer the remaining spaces to children who are due to start school in the next academic year.

- You can apply for FEET the term your child turns two but you will not receive the funded hours until the following term. These terms are set by the Department of Education rather than following school term dates.

Child born between	Can have a funded place from	You can apply from
1 April 2017 to 31 August 2017	September 2019 (Autumn)	April 2019
1 September 2017 to 31 December 2017	January 2020 (Spring)	September 2019
1 January 2018 to 31 March 2018	April 2020 (Summer)	January 2020

For more information about FEET funding please visit

www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-2-year-olds-feet

- All 3 and 4 year old children are eligible for 15 hours of FEE universal offer** 38 weeks of the year (Funded Early Education).
Some 3 and 4 year old children are eligible for an additional 15 hours (30 hours).

Parents can start using their Funded Early Education from the funding period starting:

- 1 September 2019 – for children born between 1 April and 31 August 2016
- 1 January 2020 – for children born between 1 September to 31 December 2016
- 1 April 2020 – for children born between 1 January to 31 March 2017.

To check funding eligibility please visit <https://www.gov.uk/childcare-calculator>

- 30 Hours- Funded Entitlement**

Since September 2017 the government have increased the number of funded hours for 3 and 4 year olds from 15 to 30 a week. However, this will only be made available to families where both parents are working (or the sole parent is working in a lone parent family) and each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum wage (NMW) or National Living wage (NLW), and less than £100,000 per year. You can find further information about the eligibility criteria on Surrey County Council's 30 hours

<https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/30-hours-funded-childcare-for-working-parents>

If you would like to increase your child's attendance from 15 to 30 hours and are not eligible for funding, there is the option to self-fund.

Please note that we cannot offer 30 hour places until we have received your eligibility code and had this code verified by the Finance and Practice Team at Surrey County Council.

Parents must reconfirm their 30 hour code every 3 months to ensure that they re-main eligible for funding. You must reconfirm your code even if nothing has changed. Failure to reconfirm your code will mean that you will not be able to access the extended entitlement. Parents should be reminded by text/email by HMRC 2 weeks before their code validity end date but we would recommend you keep a diary note to make sure you do not forget.

Nursery Places for 2 Year Olds

We offer funded 15 hour places for 2 year olds eligible for FEET funding (Funded Early Education for Two Year Olds). This applies to families receiving certain benefits or children with particular social or medical needs. Please visit Surrey County Council's website for more information:

<https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-2-year-olds-feet>

Or alternatively, please contact the school office.

For families not eligible for FEET funding or for families wishing to top up their 15 hours' entitlement to 30 hours, there is the option to self-fund a nursery session

How to apply

Please complete the application form available on our website:

<http://www.warren-mead-infant.surrey.sch.uk/nursery/nursery-admissions>

or you can request a paper version from the school office.

Please read this admissions policy in conjunction with our Nursery Terms and Conditions

The Governors of Warren Mead Infant School review this policy annually.

School lunches are available cooked by the school kitchen staff and are charged at the Surrey County Council rate (currently £2.30 per day). Alternatively, your child may bring in a healthy packed lunch.

For children attending 15 hours a week, there may be an option to add on an extra ½ day on Wednesdays. This would be subject to availability and would be payable at £15.00 per session for 3 and 4 year olds and £18.00 per session for 2 year olds.

	15 hours a week (2 year olds) If not eligible for FEET	15 hours a week (3 & 4 year olds) If not eligible for funded entitlement	Funded Entitlement
Mon 9am-3pm, Tues 9am-3pm, Weds 9am-12noon	£6.00 per hour - £90.00 per week	£5.00 per hour £75.00 per week	15/30/FEET Free Entitlement
Wednesday 12noon-3pm, Thurs 9am-3pm, Fri 9am-3pm	£6.00 per hour - £90.00 per week	£5.00 per hour £75.00 per week	15/30/FEET Free Entitlement
Wednesday morning (subject to availability)	£18.00 per week	£15.00 per week	
Wednesday afternoon (Subject to availability)	£18.00 per week	£15.00 per week	

Wrap around options:

	2 year olds per session Breakfast provided	3 & 4 year olds per session High tea- fruit
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		provided
Breakfast club 7.30am-9am	£9.00	£6.75
After nursery club 3pm-6pm	£18.00 per session	£13.50

The Nursery will be following the Early Years Foundation Stage (EYFS)

Example of a Nursery Day

- 9am - Group time, story/singing/weather board/visual timetable.
- 9:15am – 11:40 am Free flow, Indoor and Outdoor free play. Children choose where they want to play. Adult led activities take place during this time which focus on all areas of the EYFS.
- 10am-10:30am- Snack Bar available
- 11:40am- Story & Songs
- 12pm – Lunch - This is a sociable and enjoyable time. Children are encouraged to eat their lunch, and talk about new tastes, use cutlery correctly having good table manners.
- 1pm- Group time story/singing-
- 1:15pm Free flow, Indoor and Outdoor free play. Adult led activities take place during this time which focus on all areas of the EYFS.
- 1:45pm-2:25pm- Snack Bar Available
- 2:40pm- Story and Songs
- 3:00pm- Home time

During the nursery day, children have access to a range of activities planned by staff as well as many opportunities for free choice and child-led learning. Children have access to the outside area as well as activities in the school grounds. As a part of the Infants School, we benefit from having use of the Forest School and hope to offer regular Forest teacher lead sessions in the future.

Snack Bar

Every morning and afternoon we will have a snack bar where the children eat a healthy snack. This is a time to experience different healthy options to talk about tastes and textures of different fruits and vegetables, crackers, breadsticks or other healthy options.

(We ask parents to give a weekly donation- list of ideas in starter pack)

Free milk is available daily (registration required).

Lunch

School lunches are available each day cooked by the school kitchen staff and are charged at the Surrey County Council rate (currently £2.30 per day). Alternatively, your child may bring in a healthy packed lunch. Both of these will be eaten in the nursery building with Nursery staff talk about food and practicing good table manners.

When can my Child Start?

Your child can start at Warren Mead Nursery from the term after their second birthday. Subject to availability and admission criteria.

Childcare vouchers

Warren Mead accepts childcare vouchers from all major providers, please ask for further information.

Uniform

To develop a sense of belonging and in preparation for school, children are expected to wear a light blue polo t-shirt and school embroidered sweatshirt, which are available from our school uniform suppliers. This should be worn with Navy/Grey/ black jogging bottoms, leggings or shorts and trainers or black school shoes.

If your child is eligible for FEET or Pupil Premium funding Warren Mead Nursery will cover the cost of a branded sweatshirt.