

NURSERY ADMISSIONS POLICY

Clowne Infant and Nursery School



Dear Parents,

Welcome to Clowne Infant and Nursery School and on behalf of all the Children, Staff and Governors we would like to extend a warm welcome to you and your families.

At our school we believe that every child has the entitlement to the very best education we can offer.

The curriculum is made up of 'Development Matters' for Early Years and the 'National Curriculum' for Key Stage 1. Through carefully planned lessons and a wealth of visitors, theatre companies and trips, we bring the curriculum to life and give it true meaning, ensuring first hand experiences appeal to the needs of every child.

Underpinning all we do are our aims and vision. In an atmosphere which celebrates excellence and enjoyment we endeavour to ensure our children are safe and healthy and have the confidence to become enterprising individuals who are able to make a positive contribution to the world in which they live.

Our children are at the heart of everything we do. Our amazing, dedicated and hardworking staff create a climate where learning is challenging and fun. We welcome parents into this partnership to share with us in promoting exciting and enjoyable experiences.

We are very proud of our school, and our ethos reflects this at all times. You and your family will become a valuable part of our amazing school and we look forward to working alongside you.

Susie Kirby

Clowne Infant and Nursery School are responsible for the admissions process for our Nursery provision only. The admissions process for "School", commencing in Reception, is completely managed and maintained by the Local Authority, Derbyshire County Council.

The "School" place admission process is detailed at:

www.derbyshire.gov.uk/admissions

For the "Nursery" Admissions process that is controlled internally, we do not have a defined catchment area and all parents/carers are eligible to register their child's name on our waiting list. Children can be registered at any time from birth.

This can easily be done via an admissions form available at the School office.

We offer nursery places to 3 and 4 year old children taking up the free Government 15 funded hours per week, as well as those eligible for the extended 30 funded hours per week (based upon defined criteria). We can also offer extended sessions on a self-funded basis for those using their 15 funded hours who are not eligible to the 30 extended hours. We refer to these as "Extra Sessions". These funded Extra Sessions are charged at £15 per day, which includes a hot meal at lunch.

We have the following places (at capacity) available daily:-

75 places each morning

75 places each afternoon

Due to the large and busy nature of our Nursery, we have to enforce that all sessions are taken as either all mornings or all afternoons. This equates to 5 three hour morning sessions, or 5 three hour afternoon sessions each week, with then the further option of taking up "full days" either due to 30 hour eligibility, or self-funded sessions when and where these are available.

School Intake & Offer of Places

We have two main intakes each year, being September and January. However, if we still have spaces available after the January intake, we will make these available, where possible, in April.

The offer of places for September will take place in the preceding Summer term. The offer of places for January and April (should there be spaces available) will take place in the preceding Autumn term. Sessions are agreed in advance and cannot be swapped due to absence or closure days. Parents may request to permanently change sessions, this will be actioned as soon as possible depending on spaces available.

Criteria for allocation for fifteen hours of funded education

Children will be given priority according to the following criteria.

1. Date of birth. Children will be eligible for a nursery place the following term after their third birthday. Parents will be contacted in date of birth order to be offered a nursery place for their child.
2. Children with educational, medical or social needs including looked after children. Applications on these grounds will have to be supported in writing by the relevant professional involved, such as Social Worker or GP etc.
3. How long the child's name has been on the waiting list.

All of the above criteria will be applied alongside the discretion of the Headteacher, Business Manager, and Nursery Team Leader, to ensure that all places are filled at each intake.

Criteria for allocation for extended entitlement of funded education.

Children will be given priority according to the following criteria:-

1. Priority will be given to children who require 5 full days.
2. Children identified or referred in relation to being in need or at risk (see No. 2 above).
3. How long the child's name has been on the waiting list.
4. If a particular session is full then a waiting list will be created and length of time on waiting list will be considered.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at Clowne Infant and Nursery School provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Headteacher in consultation with Governors and may need to take priority.

Allocation of Sessions

Before each child begins nursery a home visit will be arranged with their parents and a member of staff from nursery. During these home visits the nursery staff will complete, alongside parents, an admission form allowing parents the chance to advise us of the preferred sessions for their child. Sessions will be allocated dependent on the same criteria used for allocation of places. We do our best to meet the session preferences of all our families, however we do take into account the balance of numbers of children across the day (i.e. those having part-time / full-time places and numbers of children at dinnertime) and this could impact on availability.

Parents will then be sent an offer letter advising them of their sessions as soon as all sessions have been allocated.

Free 15 Hours Funding

All children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks of the year, from the term after their third birthday.

30 Hours Extended Free Childcare Funding

From September 2017, the government extended the free childcare offer for eligible three and four year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year. To qualify for the additional hours of free childcare, each parent (or the sole parent in a single parent family) needs to earn, on average, a weekly minimum equivalent to 16 hours per week at national minimum wage, and less than £100,000 per year. This extended childcare offer is flexible and families can use it to suit their needs. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold.

Parents can check if they qualify and apply for the extended entitlement at:

www.childcarechoices.gov.uk

Parents will be given an eligibility code which must be submitted to the school for verification by the end of term **before** the child wishes to access their extended entitlement, without this code you will not be able to access the extended 30 hours.

Parents are responsible for renewing their code before it expires. Children who cease to qualify for the extended entitlement will be able to continue to access it until the end of a specific grace period. Following the end of their grace period the child will revert to the universal offer (15 hours, term time only) the following term, unless the parent chooses to pay for the additional hours. Details of our current charges can be found in the school's Charges, Fees, Remissions and Lettings Policy.

If a parent does not renew their code within four weeks of expiring, or two weeks before the published end of the 'grace period' term (whichever is the sooner) the school will assume that the child will be stopping their extended entitlement place at the end of the grace period. The child may lose their extended place if the school has children on the waiting list for extended entitlement places.

If families do not meet the eligibility criteria for the additional 15 hours of free childcare, they may pay for additional hours at £15 per day (£75 for a full week) which includes a hot dinner. Details of our current charges can be found in the school's Charges, Fees, Remissions and Lettings Policy.

Nursery Sessions

Eligible hours are offered in a flexible manner that include:

- ☐ 5 mornings or 5 afternoons
- ☐ Full days
- ☐ Full days and a combination of mornings or afternoons (whichever session your child is allocated)

Parents are also able to book sessions at

- ☐ Breakfast Club (7.30am - 8.50am)
- ☐ After School Club (3.05pm – 4.15pm)
- ☐ All of our pupils also have access to the After School Club run at the Junior School (on our shared campus) which will take pupils from 3.05pm through to 5.45pm.

We take into account the balance of numbers of children across the day (i.e. those having part-time / full-time places and numbers of children at dinnertime) which could impact on availability.

Our nursery session times are:-

Morning Session 8.45am – 11.45am

Afternoon Session 12.30pm – 3.30pm

Full Day 8.45am – 3.30pm

All full days include a school lunch and extra 45minutes nursery provision each day. At the point of this policy being ratified, this is charged at £5 per day (£25 for a full week) which is ratified within the Charges, Fees, Remissions and Lettings Policy.

All charges are subject to change in accordance with the Governing Board approved "Charges, Fees, Remissions and Lettings Policy".

As per the home school agreement, we request that all payments are made in advance of any additional session being undertaken (at either £5 per day with an eligible code, or at £15 without). It is at the sole discretion of the Headteacher and/or Business Manager should alternative arrangements be requested by parents/carers, however no debt shall be allowed to go beyond one full week's worth of sessions, which is £25 (5x£5) for those eligible for 30 hours, or £75 (5x£15) for those without an eligible 30 hour code.

