



NURSERY ADMISSIONS POLICY 2019/2020

Admission to Nursery

Your child is eligible to start Nursery in the term after their third birthday. The table below shows when their eligibility will begin.

If the child was born between...	They are eligible for a free part-time place in the term
1 September and 31 December	Spring Term (January) – after child's 3 rd birthday
1 January and 31 March	Summer Term (April) – after child's 3 rd birthday
1 April and 31 August	Autumn Term (September) – after child's 3 rd birthday

Admission is subject to an application being made and places being available. Nursery Interest Forms are available from the school office or can be downloaded from the school website. The form should be completed and submitted directly to the school. We will then write to you the term before your child is eligible for a place, enclosing an application form inviting you to express your preferences of the options available. This form must be returned by the appropriate deadline.

The Nursery is part of the school and as such operates during term times only.

Application Deadlines

Please refer to the table below for application deadlines.

<u>Admission</u>	<u>Application Deadline</u>
January 2020	31/10/2019
April 2020	28/02/2020
September 2020	22/05/2020

Late applications will be considered after the initial allocation of places has taken place.

Oversubscription Criteria

Oversubscription criteria will be applied in line with BAST (Bridgnorth Area Schools' Trust) policy following the guidelines of Shropshire Council:

Children with an EHCP which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria in strict order of priority.

Priority 1: Looked after children and former looked after children (who are adopted) as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

Priority 2: Children already attending nursery who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

Priority 3: Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

Priority 4: Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

Priority 5: Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

Priority 6: Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system)

Priority 7: If the school governors have decided to offer extra fee paying hours to children attending for their 15 free hours, this offer can only be made once all parental requests for free places have been dealt with and should not be given in situations that would prohibit a child from getting their free entitlement. The charges for these extra hours should be set at a reasonable market rate and should not be seen to undercut any other provision in the area.

What we offer

We intake into nursery at three points during the academic year – the start of the Autumn, Spring and Summer terms. We are able to take up to 30 children in each session. Places are allocated dependent on session availability.

The Nursery day is as follows: Morning Session 8.45am - 11.45am, Lunch Session 11.45am - 12.30pm, and Afternoon Session 12.30pm - 3.30pm.

Below are the four options that we currently offer, these each equate to 15 hours of Government funded sessions. Due to staffing arrangements a minimum uptake of 15 hours is required.

Option Choice	Days attended	Sessions/Times
Option 1	Monday – Friday	Every morning 8.45am-11.45am
Option 2	Monday – Friday	Every afternoon 12.30pm-3.30pm
Option 3	Monday Tuesday Wednesday	All day – 8.45am-3.30pm All day – 8.45am-3.30pm Morning only – 8.45am -12.30pm
Option 4	Wednesday Thursday Friday	Afternoon only – 12.30pm-3.30pm All day - 8.45am-3.30pm All day - 8.45am-3.30pm

Additional sessions

Once sessions have been allocated they can only be changed / increased at the beginning of a term with the prior approval of the School. Applications for changes should be made on the school's form – **Application for Change to Nursery Sessions** form - and this form will need to be received by the school as follows:

<u>Change to take effect</u>	<u>Application Deadline</u>
January 2019	31/10/2019
April 2019	28/02/2020
September 2019	22/05/2020

Cost of additional sessions

Prices for additional sessions are as follows:

Full Day (AM, LUNCH and PM)	£31.00
Half Day (AM and Lunch OR PM and Lunch)	£18.00
Lunch Session (Includes Hot Meal)	£5.00

We are unable to offer occasional hours.

Payment for Additional sessions

Invoices will be issued termly in advance and payments are split into two instalments. Payment of each instalment will need to be made in full by the due date specified on the invoice. You will receive a reminder should the instalments not be paid.

Please note that failure to pay before the sessions take place may result in changes to your requested sessions.

Missed sessions are unable to be refunded or carried forward.

30 Hour Childcare

If you are eligible for the Government funded 30 hour childcare provision you will be required to provide proof of this entitlement when submitting your child's application form. Please visit the www.childcarechoices.gov.uk website for full information about how to apply for this entitlement.

It is your responsibility to renew your entitlement every 3 months, and to inform the school of your renewed eligibility. Should your eligibility cease you will then be liable to pay any additional session charges.

Parental Declaration Forms

Parents will be required to complete Parental Declaration Forms setting out the sessions your child attends - this is a Local Authority requirement. These must be completed and returned before we are able to access the 15 funded hours for your child. Should you be entitled to the 30 hour provision, then you will also need to complete the relevant section on this form. This form will need to be completed on a termly basis.

Reduction of sessions

As we are an education based setting we need to ensure staffing levels are appropriate. We will look at each request to reduce your child's hours under extenuating circumstances, however the minimum uptake remains at 15 hours.

Absences

If your child is unwell and unable to attend nursery, please telephone the school so that Nursery staff can be informed.

Lunch

If your child will be staying for a school lunch you will need to notify the office and nursery staff in writing if your child has any specific dietary requirements. Menus are available on the school website.

Where the lunch session is funded by the 30 hour entitlement a school meal is chargeable at £2.25 per day, payable at the start of each week via Parent Pay.

PLEASE NOTE THAT ATTENDANCE AT OUR NURSERY GIVES NO GUARANTEE THAT YOUR CHILD WILL GAIN A RECEPTION PLACE AT THE SCHOOL. YOU MUST APPLY SEPARATELY FOR YOUR CHILD TO GO TO PRIMARY SCHOOL.