



Nursery Admissions Guidelines 2017

1. Nursery Visits

To be arranged half termly via the school office.

2. Parental Admissions Process

Parent to complete and return to Children's Centre the following:

- Nursery Admissions Form
- Birth Certificate of child
- Proof of address x 2

3. Admissions Allocation

A child is entitled to 15 hours a week, free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. Our offer will be either a morning or afternoon place for 3 hours a day for the school term dates. The nursery can accommodate a maximum of 26 children in each session.

Children are only allocated a place in the Autumn or Spring term following their third birthday. In exceptional circumstances, children may be offered a place after their third birthday, in the term they are three.

Children are allocated a place in order of the following criteria:

- Education and Health Care Plan- naming the school
- Looked After Child
- Child Protection Plan
- Child In Need
- Sibling
- Children of the teaching staff where the member of staff has been employed by the school for 2 or more years at the time the child would start nursery and will still be employed as a teacher at the school when the child starts nursery
- School catchment area (by date of birth, eldest first)
- Date applied (by date of birth, eldest first)

In the event of two children meeting the same criteria, the date of application will be used.

4. 30 hour offer places

From September 2017, working families who meet the criteria may be eligible for 30 hours free childcare. In our setting, we will be offering up to 16 30 hour



places. Children will attend the nursery from 8.30 to 11.30 and 12.30 to 3.30. They may attend for the lunch session 11.30 -12.30 but there is an additional charge for this. 30 hour places will be offered on a first come, first served basis to children who meet the admissions criteria, are able to take up the hours and where parents are in receipt of a valid eligibility code. N.B. A parent can only claim the 30 hours in the term following their child's third birthday and the term following the receipt of their eligibility code.

5. Paid Places

We are also able to offer some 'paid places' if not all the 30 hour places are taken and space is available (see Charging Policy). These are for children who already have a 15 hour place and wish to extend to a 30 hour place but do not have the eligibility code.

6. Nursery Admissions Process

The Children's Centre will:

- Log the application on the database
- File the paper copy
- When places become available (ad hoc, May for September places or November for January places) the centre will phone to see if the parent is still interested in the place).
- In conjunction with the Early Years Leader, arrange home visit dates and telephone and email the parent with the date/time
- Provide the nursery teacher with the details of the home visit and the welcome pack

In the event of the centre not being able to contact the parent/carer by phone or email, the centre will send a letter. If there has been no response within 7 days, the child will be removed from the waiting list and the offer withdrawn. The final decision on when a child is admitted, and his or her allocation of a morning or afternoon place rests with the headteacher.

7. INTEGRIS Process

The school will:

- Log all nursery children onto Integris
- Log all nursery children who leave off Integris

Responsibility lies with the Early Years Leader to ensure that the Children's Centre is informed of any discrepancies between the register and the children who attend.



Responsibility lies with the Early Years Leader to ensure that the Children's Centre is informed of any children who leave so that new places may be given.

Date: September 2010

Review: March 2013

Reviewed: March 2016

Reviewed: February 2017

Reviewed: October 2017