



Nursery School

Admissions Policy

Policy Owner	Head Teacher
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Policy Location	O/Administration/school centre policies

Admissions Policy

1.1 Statement of Intent

We aim to ensure that all sections of our community have access to Highfield Nursery School through open, fair and clearly communicated procedures.

2. Nursery School

Aims

- To provide quality nursery education 15 hours per week offered over 38 weeks a year, flexibly to meet the needs of families/children.
- To provide quality nursery education and care for children who are eligible to the 30 hours offer.
- To provide high quality, affordable care, learning and development experiences.
- To provide nursery places for appropriate stakeholders who support children and families in different circumstances in order to raise attainment and 'close the gap'.
- To provide high quality care and learning experiences in our wrap around facilities including a holiday club for children aged 2 years- 8years and above.

The service operates all year round from 7.30am to 6.00pm.

2.1 Application for Places

Application for places can be made to Highfield Nursery School through an application/ registration form, which can be obtained from the school office or on the website. Proof of the child's age and address is required.

Eligibility and how to apply - Who is eligible for free Nursery Provision?

Children within the age range of 2 years-5years (plus for wrap around and holiday club) will be considered for a nursery place/ wrap around place.

How do I/we apply?

- If you are interested in a place at the nursery school an application/registration form will be available from the nursery office and/ or on- line. Please complete as soon as you know you would like your child to attend, usually the year before a place is required.
- Applications should be completed and returned to Highfield Nursery School as soon as possible.
- Please provide as much relevant information as possible with your application to enable us to have a good knowledge of the child as possible. This will help use prioritize your child according to the admissions criteria (see below).

- If your details of circumstances are likely to change during the application process, please give as much details as possible. This could include address changes or changes in your work, childcare or education/training which may affect the priority of your application.

If you require any assistance in completing your child's application/registration form, please do not hesitate to contact us, we would be more than happy to help.

2.2 Admissions Criteria

The Governing Body aims to offer places to children within the age range of 2 years to 8 years plus. Children within the age range of 2-5years plus will be considered for a nursery place. Children above the age of 5 can attend our wrap around and holiday clubs. A separate application form is required for the wrap around services. This can be obtained from the nursery office.

Places are offered to children from all sectors of the local community and beyond. Places are allocated in line with the following criteria:

- i. Children in public care (looked after children) or those children at risk of becoming looked after.
- ii. Children with statement for special educational needs (SEN) and those with exceptional/strong SEN reasons for attending a particular school/setting.
- iii. Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending a particular school/setting.
- iv. Children who will have a sibling in attendance at the time of their admission.
- v. Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).
- vi. Those living nearest the school/setting.

Notes

In relation to i), ii), iv) and v) parents must provide the necessary evidence and contact names/ email/ telephone numbers with their application.

For criteria iv) siblings are defined as brothers, sisters, step brothers, step sisters, half brothers, half sisters, adopted and fostered children living with the same family at the same address.

In relation to vi) measures will be in a straight line (centre of the home to centre of building).

Criteria vi) will be used as a tie break should there be oversubscription within any of the stated admission criteria.

There are also medical, social and welfare reasons that contribute to the allocation of places for example serious medical or psychological needs or disabilities which make travel more difficult. These supporting factors should be highlighted in the application. Other reasons for application to Nursery School/Children's Centre services may be to do with training, education, local work or local established childcare. This is where the parent/carer needs a place for their child that is closer to their place of work or education/training. In this case, evidence to support the application must be provided in writing.

Nursery School

- Children are entitled to 15 hours free nursery education the term after their third birthday. Children are entitled to 15 hours free nursery education the term after their second birthday if they fit the criteria for a 2 year old funded place. This can be spread over 38 weeks of the year, or less sessions per week over the full year - refer to current LEA Guidance. Some children are entitled to 30 hours of nursery education and care the term after they turn three. This is available to most working parents, the criteria can be found on our website. Please ask at the school office if you require further information.
- Parents are advised to register for a place during the year before the child is eligible to attend.
- Parents should select one of the following 1) 9:00 –12:30 or 2) 12:30-15:30 session or 3) Flexible Sessions or option 4) 30 hours as required.
- Children whose third birthday falls between 1st April - 31st August start at the beginning of the **Autumn Term**.
- Children whose third birthday falls between 1st September - 31st December (inclusive), start in January at the beginning of the **Spring Term**.
- Children whose third birthday falls between 1st January - 31st March (inclusive) start at the beginning of the **Summer Term**.
- Application forms/Registration Forms and waiting lists are available from a member of the Office/Administration team.

The nursery school also provides breakfast, lunch and afterschool club as well as a holiday club.

- Siblings of children in breakfast, lunch or after school sessions are given priority.
- Places are then filled on a first come, first served basis.
- Parents/Carers may select which ever combination of sessions that they wish, provided there is a vacancy.
- Children do not have to attend every day of the week. Sessions required can be specified on the Application/Registration form.

