



Nursery School

Admissions Policy

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.

2.2 The setting

Nursery School

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 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 with facilities for children attending the nursery and children attending Primary School. The service operates term time from 7.30am to 6.00pm with 5 additional weeks offered as holiday club.

2.3 Method

In order to achieve this aim, we operate the following admissions policy:

- We are notified of the children in our reach area – early notification of pregnancy and birth of new babies helps us to engage with parents/carers at an early stage. Therefore we are able to make contact with families and explain the range of universal services available at Highfield Nursery School and Children's Centre which support the Every Child Matters Outcomes.
- Our vision is evident in our provision and reflected in our practices in terms of how we treat individuals regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We ensure that information about all types of provision is accessible, in written and spoken format and where appropriate, in different languages.
- We describe our provision and practices in terms of how it enables children with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We inform all families about all the services available in an honest attempt to avoid excluding anyone.
- We are flexible about the attendance patterns to accommodate the needs of individual children and families.

- We describe Highfield Nursery School & Children's Centre and its practices in terms which make it clear that we welcome both fathers and mothers, other relations and other carers including childminders and foster carers.
- We ensure that the existence of the Nursery School/Children's Centre Services, are widely advertised in places accessible to all sections of the community.
- We support children whose families are in a crisis wherever possible – initially on a short term basis with a family plan (owned by the family) and a review period built in.

2.4 Application for Places

Application for places can be made to Highfield Nursery School and Children's Centre on an application/ registration form. 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 will be considered for a nursery place.

How do I/we apply?

- If you are interested in a place an application/registration form will be available from the nursery for you to complete when you wish to apply formally for the place.
- 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.
- 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.

2.5 Admissions Criteria

The Governing Body aims to offer places to children within the age range of 2 years to 7 years plus. Children within the age range of 2-5years plus will be considered for a nursery place.

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.

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- 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

- Parents must 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 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**
- The Nursery chooses to give weighting to social need if there are more applicants than places
- Application forms/Registration Forms and waiting lists are available from a member of the Office/Administration team

Nursery School Continuity of Care

- 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
- Lunch time provision provides for a cooked meal or home-made packed lunches – additional fees are required. Parents/Carers can register their choice for lunch provision on booking a place. Tea-time provision consists of a substantial meal with a dessert