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'Empowering children through sustainable, diverse, arts-enriched education'

NURSERY ADMISSION POLICY 2023 – 2024

Revision and Approval

Rev	Date	Nature of Change	Approved by Head Teacher	Approved by the Governing Board Date	Integrity Checked	Next Review Date
01	September 2021	Original Issue	September 2021	Awaiting ratification	<input checked="" type="checkbox"/>	September 2022
02	June 2023	Revision	June 2023	June 2023	<input checked="" type="checkbox"/>	June 2024

Nursery Intake

The Nursery Class has a yearly intake each September. Children are eligible for a place during the academic year following their third birthday. Please see our website for the qualifying dates for each year group. Any spare places will be allocated during the year, as they become available, providing that the child will be 4 during the academic year in which they enter nursery.

Admissions procedure:

- Children's names can be placed on our register from their 1st birthday by completing a Pupil Registration Form and sending it to the School office.
- Children will be offered places from the term after their 3rd birthday for a funded nursery place.
- We offer a limited number of 30 hour places which would run from 8.45 – 3.30 Monday to Thursday (27 hours) and 8.45 – 11.45 on a Friday (3 hours) If the Friday afternoon is required there would be an additional charge for this session.
- As from 4th January 2023 prices for non-funded sessions will be £15 per session (3 hours per session) and £3 for the Friday lunchtime cover if children are staying in the afternoon. This is payable monthly. Fees will still be payable during short absences.

When demand for places exceeds the number of places available applications for entry will be ranked according to the following criteria:

1. Looked after and previously looked after children
2. Children living in the catchment area with siblings at the nursery or school
3. Other children living in the catchment area
4. Where there is a SEN, social or medical need for a place in this nursery
5. Other siblings
6. Any other children

The admissions policy complies with our equal opportunities and disability equality scheme.

The final decision with regard to admissions and the allocation of sessions rests with the governing body

Funding and Fees



Our fees are £15 per a session, either morning (older 3 & 4 year olds) or afternoon (younger 3s). See the table below for timings.

15 hours funding is available to all children the term after their third birthday. Some families may be entitled to an additional 15 hours if they meet the criteria (30-hour funding). If you meet the criteria you will be given a code once your application has been successful and this will need to be shared with us before the start of each term.

Due to the 30 hours funding not covering the whole time your child is here, there will be an additional weekly charge of £15. Fees are calculated by the number of sessions per term and not by attendance. There are no reductions for holidays or absences.

School lunch is an additional £2.47 per day (£2.50 from September 2023).

15 hours funded	8.45 – 11.45 am
30 hours funded	8.45 am- 3.30 pm Monday to Thursday & 8.45 – 11.45 Friday
Friday afternoon session for 30 hour children (additional cost)	£18 per a session – this included lunchtime care.

We will send invoices out on a monthly basis and ask for payment in advance. You can pay via bank transfer. Please contact the school office for our bank details.

If you are unsure of the options available to you or need to apply for 30-hour funding, then please visit the government website below.

<https://www.childcarechoices.gov.uk>

Attendance & Loss of Nursery Place

If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual.

If after a period of two weeks' attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with a senior leader and the Attendance Officer.

If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

Transfer from Nursery to School

All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct Central Bedfordshire admissions procedure.

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

If a child is not offered a place in the school of their choice there will not be an option for children to remain in the nursery for the following academic year.

Complaints/Grievances

The Governors reserve the right to have the final say on admissions. However, in the event of a grievance the Head Teacher should be contacted in the first instance. If the situation is not resolved satisfactorily at this stage, please refer your concerns in writing to the governing body.

Approved by the Governing Body: June 2023

To be reviewed by: June 2024

