



Thornhill Nursery School

NURSERY ADMISSION POLICY

Admissions procedure

- Children's names can be placed on our register from their 1st birthday by completing a registration form and sending it to the School office.
- Children will be offered places from the term after their 2nd birthday for either funded or paying 2 year old places.
- Children will be offered places from the term after their 3rd birthday for a funded nursery place.
- We offer a minimum of 3 sessions per week except in exceptional circumstances determined by the Head Teacher.
- We offer 2 sessions: 8.45am – 11.45am and 12.30pm – 3.30pm. Children aged 2-3 attend the afternoon nursery session and are then moved to the morning session at a later stage.
- There are 8 places available for 2 year olds in the afternoon session (12.30pm - 3.30pm)

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

Where any category is oversubscribed applicants will be ranked according to the straight line distance that they live from the nursery, with priority given to children who live closest to the nursery.

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

Further Information

Sessions:

Older 3 year olds and 4 year olds are offered sessions from 8.45am – 11.45am Monday to Friday.

Children aged 2 – 3 are offered sessions from 12.30 - 3.30 Monday to Friday.

We will always try to fulfill parents' requirements in terms of number of days, days of the week and number of sessions. However, we may not always be able to meet these requirements and we may not be able to offer the full 15 hours' free entitlement as this will depend on the numbers of other children in sessions.

Eligibility for a 2 year old funded place

From January 2014 families must meet one of the following criteria

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credits or Working Tax Credits and have an annual gross earnings of no more than £16,190. Families in receipt of Working Tax Credit must submit a copy of their current TC602 dated within the last 12 months.
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Looked after Child
- Child with a current statement of SEN or an Education, Health Care Plan
- Child with Disability Living Allowance
- Child subject to a Child Protection Plan
- Child who has left care through special guardianship or through an adoption or residence order

Eligible children can access their 2 year old funding the term following their 2nd birthday, and should complete 3 terms (or less if they access the place later) depending on their date of birth. Each child will receive a maximum of 15 hours per week, 38 weeks a year, term time only.

A child born in the period	Will become eligible for a place on or following
1 st April to 31 st August	1 st September following the child's second birthday (start of autumn term)
1 st September to 31 st December	1 st January following the child's second birthday (start of spring term)
1 st January to 31 st March	1 st April following the child's second birthday (start of summer term)

Fees: The nursery will provide up to 8 places for 2 year olds, these will be **free** sessions to eligible families.

From the term after a child's 3rd birthday, the Early Years Funded Education Grant covers the cost of each 3 hour session (up to 5 days a week).

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: January 2017

To be reviewed by: January 2020