



Meadows First School

Nursery Admissions Policy

Head Teacher: L Satchwell

Chair of Governors: J Barrow

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MEADOWS FIRST SCHOOL NURSERY ADMISSIONS POLICY

This is a common admissions policy for Worcestershire Local Authority (LA) maintained nursery provision. It has been drawn up in consultation with head teachers and ensures that nursery admissions are based on common principles but at the same time are sensitive to local and individual needs.

The LA reserves the right to advise and, where necessary, to take responsibility for the allocation of nursery places in individual schools.

All children have an entitlement to 15 hours per week free early years education for 38 weeks a year from the age of three. This entitlement can be accessed flexibly across a range of providers with LA maintained nurseries offering all or some of the free entitlement.

At Meadows First School The 15 hours are to be taken in five 3 hour sessions and can be taken across mornings, afternoons or full days. The minimum number of sessions is 4 per week.

Sessions run **Monday to Friday 9am-12** and **12-3pm** (Lunchtime is included in the afternoon sessions hours where parents/ carers provide a packed lunch. Alternatively, hot lunch may be purchased at an **additional cost**.)

Extra sessions: Parents/ carers may buy extra morning or afternoon sessions which are charged at £18.00 a session (subject to availability). Extended sessions can also be purchased: half an hour pre school or after school session (8.30 – 9.00am or 3.00pm – 3.30pm) at £3.00 per session.

Extended Entitlement (30 free funded hours)

From September 2017, the government introduced 30 hour extended funding for working parents of children that are of 'pre-school' age. Parents will need to register for this funding and then give their code to the school office. Details can be requested from the school office.

Some children are eligible for this if parents meet the criteria and register for their 30 funded hours code. Eligibility for the 30 hours is determined by HMRC through the online application and parents must apply every term via the Government's Online Childcare Service. www.childcarechoices.gov.uk

These hours can be taken across the 'core' 30 hours - **Monday to Friday 9am-3pm** Parents may extend the session as follows: half an hour pre-school or after school session (8.30 – 9.00am or 3.00pm – 3.30pm) at an extra £3.00 per session N.B. lunchtime will be part of the afternoon session. If your child brings a packed lunch to school there will be no extra charge. However, a hot school dinner will be charged at the same rate as the rest of the school.)

Admissions Criteria

There are strict staffing ratios of 1 to 13 children.

Children will not usually be admitted to a nursery class in September unless they have reached the age of three by the 31 August previous to this.

However, if there are places available, or if the child has an Education and Health Care Plan (EHCP), they **may** be able to start earlier than this: Those 3 before the 31 December may be able to start the following January; Those 3 before the 31 March may be able to start the following April.

Parents who have a child who qualifies for a nursery place in September should contact the school as soon as possible after the child's 2nd birthday. The school will record the application from October up until places are allocated by the 31st March. Parents seeking a place for a child who will be three after September may register with the nursery and will be notified if a place becomes available.

Any unfilled places will be offered to Nursery parents as additional sessions.

The charges will be:

3 hour session (9.00am -12 noon or 12-3.00pm) - £18.00 per session & extra half an hour pre-school or after school session (8.30 – 9.00am or 3.00pm – 3.30pm) £3.00 per session.

Lunchtime will be part of the afternoon session. If your child brings a packed lunch to school there will be no extra charge. However, a hot school dinner will be charged at the same rate as the rest of the school direct to parents by BAM FM Ltd and not the school.

Please note: all additional sessions will be **invoiced half termly** and will need to be **paid in full before the** beginning of the next half term. Changes to times can only be made if we are notified by the penultimate week in each half term.

Charges will have to be made if children are collected late. (£3.00 for up to half hour). Late payments will need to be made within seven working days; failure to do so will result in that optional child care place being withdrawn.

Over subscription criteria

Staffing ratios must be adhered to at all times of 1 to 13. If the demand for places exceeds those available, the following criteria will be used to allocate places:

- Looked after children;
- Children with additional needs - with priority given to those who meet the County Council's criteria for statutory assessment*;
- Siblings if the older sibling will still be on the roll of the nursery class when the younger sibling starts in the nursery class
- Child's age/Date of birth;
- Children living nearest to the school

*Additional needs includes those children whose needs are monitored by LA or external support agencies. Needs may be physical / emotional / social or intellectual. The decision will be taken by the LA in consultation with the Head teacher, SENDCo, Nursery Lead and Early Years lead.

Priority will also be given to those wishing to access full eligible provision (15 hours or 30 hours), over those wishing to access less than 15 or 30 hours provision.

Important Notice: Attendance at an LA maintained nursery **does not give** entitlement or greater priority for a reception place in the school providing the nursery provision, for the period of statutory education. Places in reception classes are allocated by County admissions – **the school does not allocate places for Reception**, this is done through County.

Reserve Lists

Where more applications are received than places available, the over-subscription criteria will be applied and those children who are not offered places will have their details added to a reserve list. This list will be held until such time as the child is expected to transfer to Reception.

Children's names are placed on reserve lists in strict order of the school's Admissions Criteria. If a place becomes available, the school office will contact the parents of the child whose name is first on the reserve list. Reserve lists are not waiting lists; a new request from another parent for a child's name to be placed on a reserve list can result in other children being moved further down the list if this child has a higher priority for a place according to the admissions criteria.

Changes in Sessions or Withdrawal of Nursery Place

Parents may request to reduce or increase their child's Nursery sessions by completing a Change in Sessions Form (available at the school office). Changes will be considered and allocated subject to availability. Any changes must be requested by the penultimate week of each half term.

Should you wish to remove your child from Meadows First School and Nursery, **you must give 4 weeks' written notice.**

Attendance

Attendance is important in order for your child to experience all learning opportunities available at Nursery. Attendance is regularly monitored at Meadows First School and Nursery.

Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else. Parents will be notified of the loss of place in writing.

If a child is absent for more than 3 weeks without notification from parents and the school has been unable to make contact with parents during this time, the child's place may be given to someone else. Parents will be notified of the loss of place in writing.

Admission Decisions

All places are allocated based on the procedures and criteria in this admissions policy.

All offers and withdrawals of Nursery places are made at the discretion of the Head of School and their decision is final.