

Ashleigh Primary School and Nursery, Wymondham

"We are all stars, Ashleigh makes us shine"



ASHLEIGH NURSERY ADMISSIONS POLICY

Persons Responsible – Nursery Teacher, Headteacher

Date of Policy: February 2019

Next Review Due: February 2020

Adopted by Full Governing Body

Signed

Date

Chair of Governors

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Ashleigh Primary School and Nursery offers 15 hours free entitlement to Early Years childcare for 3 and 4 year olds; and 30 hours free entitlement to *eligible* working families, subject to availability of spaces.

We work in consultation with parents and governors to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Nursery Session Times

Morning: 8:30-11:30am
*Lunch: 11:30am-12:15pm
Afternoon: 12:15-3:15pm

* Charges apply.

Nursery runs for 38 weeks per year, during term time.

Nursery Provision

Nursery has provision for up to 45 children during morning sessions, and 26 in the afternoon.

Nursery Lunch has provision for 26 children. Nursery Lunch is not part of the free entitlement and parents will need to purchase this extra provision. This is charged as follows:

Time	Charge
8:30-11:30am	£4.00 per hour if in addition to funded hours
11:30am-12:15pm	£3.00 per session £1.50 ordered online or £1.80 ordered in school (paid weekly) No charge for home packed lunch
12:15 – 3:15pm	£4.00 per hour if in addition to funded hours

Funded places in our Nursery are offered on the following basis:

- 15 hours per week; 5 morning sessions,
- 15 hours per week; 5 afternoon sessions,
- 15 hours per week; flexible morning and afternoon sessions,
- Up to 30 hours per week for eligible working families; maximum 5 morning and 5 afternoon sessions. (Lunch would incur a separate charge).

Nursery Admission

Our Nursery will admit pupils from the September after their 3rd birthday.

Wherever possible we will try to give your child a place at our Nursery. Sometimes we may be able to offer you a place, but the exact sessions you have requested may not be available. If this is the case, we will let you know what we are able to offer.

If there are no places available, we will keep your application on file and contact you if sessions become available.

Admission Criteria

If there are more applications than places available, the following criteria will be applied to decide which children are offered a place:

1. Children with an Education, Health and Care Plan naming Ashleigh Primary School and Nursery;
2. Looked After Children (Children in Care) and previously Looked After Children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after);
3. Have a disability and live in the areas served by the school (appropriate professional evidence will be required to confirm the disability);
4. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services), where the Ashleigh Nursery placement is identified;
5. Eligible working families who live in the area served by the school wanting to access up to 30 hours free childcare;
6. Siblings will be prioritised on the following basis
 - a. Those applying for 30 hours within the area served by the school,
 - b. Those applying for 15 hours within the area served by the school,
 - c. Those applying for 30 hours outside the area served by the school,
 - d. Those applying for 15 hours outside the area served by the school.
7. Live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission;
8. Children wanting to take their full universal 15 hour free entitlement with us;
9. Date of Birth (oldest to youngest);
10. Live outside the area served by the school who have a brother or sister attending the school at the time of their admission;

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line “crow-fly” basis, using Ordnance Survey data.

Where spaces are still available parents can purchase additional morning or afternoon sessions.

Holiday

The government’s funding rules have changed, and Nursery settings do not receive funding when children are absent due to holiday. If you wish to take your child on holiday during term time, this leave will be subject to charges at the usual hourly rate. Please return a Leave of Absence Form to Nursery to advise of any booked leave, we require a minimum four week notice period of planned leave.

Please be aware that having a child educated within our school Nursery does not guarantee a place in the Reception class at our school. Reception admissions are administered by Norfolk County Council School Admissions.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

- Early Education is offered within the national parameters –
- no session to be longer than 10 hours
 - no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
 - not before 6.00am or after 8.00pm
 - a maximum of two sites in a single day

The Admission Policy is issued to all families as part of the registration process. It is also available on the school website.

SEND/Inclusion Policy

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.