

## Nursery Admission Policy

Policy reviewed and adopted by the Board of Trustees	<b>Autumn 2020</b>
Version	
Date of next review:	<b>Autumn 2022</b>
Responsible Committee:	<b>LGB</b>
Monitoring:	
Related Policies	

# PRIORY PRIMARY SCHOOL

## NURSERY ADMISSION POLICY

### Rationale

Admission to the nursery at Priory Primary School is determined by the school's Governing Body. This admissions policy does not also apply to the admission of pupils into the school.

### Introduction

The Governing Body has agreed this nursery admission policy so that in the event of there being more requests for nursery places than are available, there are fair and transparent admission criteria in place.

Priory Primary School has a 52 place nursery that is staffed by a nursery teacher and at least two teaching assistants. We are able to offer 26 morning and 26 afternoon places and so maintain a staff to pupil ratio of 1:13. Attendance at our nursery is for 15 hours of free provision, with additional sessions purchased if required and available. Also we have some 30 hours places – see below.

### Nursery Places

We have a limited number of flexible places. This means that, where sessions are available we will allow children to attend for full days and/or their chosen session pattern - with lunchtime being provided at a charge of £2.50 per day, including a hot dinner. We have a system where the children/parents can select which meal choices they would prefer in advance. Your child may bring a packed lunch however the £2.50 charge will still apply for the lunch session. The cost for any sessions beyond the 5 offered within the 15 hours free provision is £10 per morning or afternoon.

We must legally accept new starters until we have 52 children on roll. This means that any 15 hour funding takes priority over flexible paid sessions and/or any 30 hour place. If particular sessions are full we have a duty to accommodate all 15 hour children.

When allocating flexible places the priority will be given to:

- Children whose parents are undertaking formal educational training
- Children whose parents are employed

Parents and carers should approach the school directly if they would like their child to attend the nursery. The school maintains a register/list of parents' or carers' interest in a nursery place. Early registration of interest will not however guarantee a place in the nursery. If a child gets a place in the nursery at the school, it does not automatically follow that he/she will get a place in the school.

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Nursery places at Priory Primary School nursery are open to all children, irrespective of where they live.

Parents and carers do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions. It is therefore important that our nursery admissions decisions can be justified by reference to our agreed criteria.

### 30 hour places for Working parents

We are able to offer a limited number of 30 hour places, dependant on session availability.

An eligibility criteria checklist is enclosed. If you think you may be eligible for 30 hour funding please let us know on the Session Choices Form.

### Breakfast Club, Lunchtimes and After school care

We offer a Breakfast Club where the children can play games and do activities. At Breakfast Club they can choose from a selection of cereals, toast or bagels, with orange or apple juice. Charges for Breakfast Club range from £1.25 - £1.75 dependant on when your child arrives.

We do not have an After School Club within school however Butterflies Pre-school, who are based on our school site, do offer private wrap-around care.

Nursery children can stay for a hot dinner at school. The lunch session is 11:45am – 12:15pm and is charged at £2.50 per day (this charge still applies for those eligible for 30 hour funding). This charge is still payable if your child brings a packed lunch.

### Holidays

We understand that parents often wish to take term time holidays while their children are below school age. To avoid being charged for sessions missed please inform staff, in writing, at least 2 months in advance.

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## Criteria for admission to the nursery

The following criteria for admission will be applied in the event of there being more requests for places than those available:

1. A child can be considered for a funded 15 or 30 hour place in the nursery from the start of the term following the child's third birthday. This place will normally be for between three to five terms prior to entry into a mainstream school.
2. The governors will consider applications for nursery places by first prioritising the over-subscription criteria below and in age order, oldest children being given priority within the criteria.
3. The school will let parents and carers know by letter of their decision regarding a place in the nursery. Where possible, this will be at least one half term before admission.
4. If a child is offered a place in the nursery, parents and carers must confirm their acceptance by completing the required paperwork within the specified time to avoid the school refusing places for other children unnecessarily. If the school does not receive the paperwork as a reply to the offer of a place in the nursery within the specified timescale, the child's name will be placed back on the waiting list.
5. The final decision on when a child is admitted, the number of sessions a child is able to attend and his/her pattern of attendance, rests with the Headteacher.
6. Places will be offered to children in the following priority order:
  - Age – new arrivals/requests for nursery places will be slotted in at the appropriate point.
  - Children with special educational, English as an additional language, social or emotional needs, as evidenced by a professional from health, social care or education.
  - Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Priory Primary School in the following academic year.
  - Other children.

## Conclusion

This nursery admissions policy will ensure that places in our nursery are allocated fairly. It will be reviewed as part of the school's self-evaluation programme unless changes to statutory requirements necessitate an earlier review.

Last review: Autumn 2020

Next review: Autumn 2022

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