

“ We Care.”



Hamstel Infant School and Nursery

Nursery Admissions Policy

Policy Document Details

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Budget allocation	Annual
Details of training	CPD File

Headteacher: _____ **Date:** _____

Chair of Governors: _____ **Date:** _____



Hamstel Nursery Admissions Policy

Introduction

This document is a statement of the principles for admission of pre-school pupils to Hamstel Nursery.

Policy and Numbers to Admit:

The Hamstel Infant School Nursery admits children without reference to ability or aptitude.

Children who have turned three years old by August 31st will be offered a place to begin Nursery in September. From September 2017 Hamstel Nursery have offered the new 30 hour funded places.

When will my child start at Nursery?

Hamstel Nursery has a three intake policy for nursery admissions, depending on demand for places in September:

- September 2018 intake for children born between 1st September 2014 and August 31st 2015
- January 2019 intake for children born between 1st September 2015 and 31st December 2015
- April 2019 intake for children born between 1st January 2016 and 31st March 2016

Our Offer

High quality childcare for 3 and 4 year olds

Rated **GOOD** by Ofsted

Highly qualified and experienced staff

Above average ratio of adults to children

Purpose built Nursery established on school site in 2004

Fantastic learning resources and secure outdoor play areas

Nutritious meals prepared daily by our in-house chef

Open from 7.45am to 6.00pm - Monday to Friday during term time

Daily fees from September 2018: (includes 30 hours per week Government funding for working parents)

Full Day: 7.45am-6pm **£22** - includes breakfast, hot lunch and tea

Early session: 7.45am-3pm **£6** - includes breakfast. Hot lunch available for £1.75 or provide a packed lunch

Late session: 9am-6pm **£16** - Includes hot lunch and tea

Core session: 9am-3pm **free** - Hot lunch available for £1.75 or provide a packed lunch

Help with childcare costs

In addition to 30 hours of free childcare per week for eligible working parents, any parent who works part-time or full time or who is self-employed can also qualify for Tax free childcare. **For every £8 you pay into a Childcare Account, the Government will pay in an additional £2**, up to a maximum of £500 every three months.

Visit www.gov.uk/childcare-calculator to check if you are eligible.

The children are expected to attend for five core sessions per week plus additional extended sessions.

It is our policy to carry out home visits to all families, which gives us invaluable information with regards your child and is used to support them whilst at Nursery – being able to make references to favourite toys, pets and family members can create a very supportive link for the children.

A transition programme enables new entrants and their Parents and Carers to visit the school Nursery prior to starting with us. The Nursery employs an Early Years Manager who has oversight of the whole Nursery and is line manager to the Early Years Key Workers and Nursery Assistants. The children are allocated to 'key workers', who are fully qualified Nursery Nurses; you will soon be able to get to know your child's key worker on a daily basis, following your first meeting with them on the home visit and on a daily basis as you bring your child to Nursery and collect them.

At the end of their time in Nursery those children who will be staying and moving on to a Reception class in Hamstel Infant School will be grouped across the whole Nursery by gender, ability, behaviour / attitude, special need and friendship groups to enable a fair balance to the classes when they move on.

Oversubscription:

If applications exceed the number of places available the following criteria will be applied:

1. Children, who at the closing date for admission applications, are cared for by a Local Authority ('Looked After Children' (LAC) will have the highest priority)
2. Children who live in the catchment area served by the school and who have an older sibling attending the school. (The address must be the child's primary residence; parents may be asked to provide documentary evidence with regard to residency).
3. Children who live in the catchment area served by the school.
4. Children who live outside the catchment area served by the school and who have an older sibling attending the school.
5. Children who live outside the catchment area served by the school.

Notes:

1. In the event of over-subscription in any one category the older child will be given preference. If there is no difference in age then "straight line" distance will be used to measure the distance between the child's home and the nearest pupil entrance to the school. Those living nearer will be accorded the highest priority.

2. A sibling is a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In the exceptional situation where one twin or one or two triplets are refused a place parents will be asked which child should be offered the place.

Appeals:

The school sets out how parents can complain if they are unhappy with the admissions process or the failure to offer a place. Details can be provided to parents so that any complaint can be dealt with under the terms of the schools normal complaints policy. The admission of nursery aged children is not subject to the Schools Admissions Code, but natural justice must prevail.