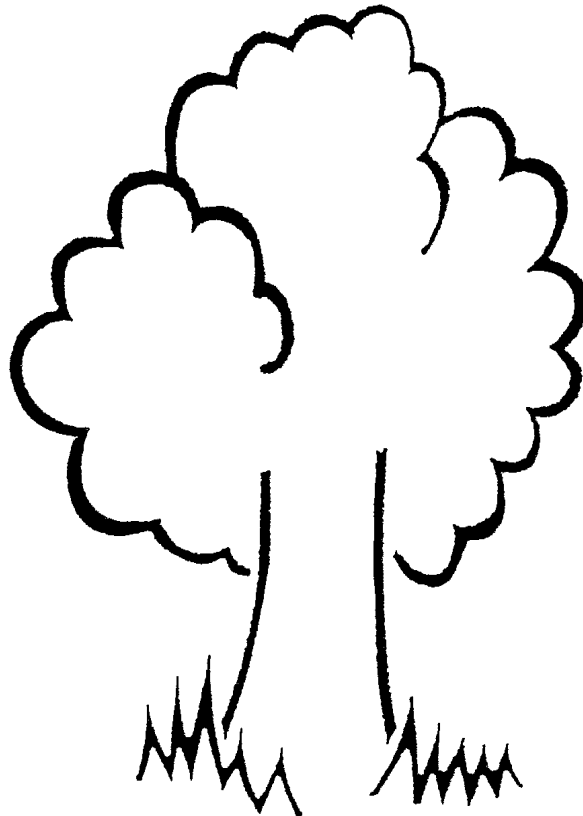


Nursery Admission Procedures

2017

*This document outlines our procedures for allocating Nursery places for children entitled to **UNIVERSAL HOURS** or **30 HOURS FUNDED ENTITLEMENT**.*

Banks Road Infant and Nursery School



Nursery Admissions

Children are entitled to funding and can be admitted to nursery at the start of the term following their third birthday if places are available. At Banks Road Nursery we usually admit children at the start of the Autumn term for the year before they start school. However sometimes where numbers are low we are able to admit younger children at the start of the Spring term so that they attend Nursery for 5 terms. In line with Local Authority recommendations we only admit new children at the start of the Summer term in exceptional circumstances (eg. looked after children, children new to the area with an offer of a school place for September) as this is disruptive for the children preparing for school in September.

ADMISSION TO THE NURSERY CLASS DOES NOT CONSTITUTE AN ENTITLEMENT OF A PLACE AT BANKS ROAD INFANT AND NURSERY SCHOOL NOR DOES IT PRECLUDE THE ADMISSION OF A CHILD TO ANY OTHER INFANT OR PRIMARY SCHOOL IN THE AREA.

SCHOOL ADMISSIONS ARE DEALT WITH SEPARATELY BY NOTTINGHAMSHIRE COUNTY COUNCIL AND BANKS ROAD INFANT AND NURSERY SCHOOL ARE NOT INVOLVED IN THIS PROCESS. Please see the school website or Nottinghamshire County Council website for full details of the admissions process.

Standard Hours Funding Entitlement :

All parents are entitled to 15 hours funded nursery education which can be taken as 5 separate 3 hour nursery sessions over the course of a week. Parents must select their preference of nursery sessions in their completed application forms.

Nursery sessions will be offered on a first come first served basis within our allocation criteria (outlined in appendix 1). Admission forms will be sent out towards the end of the February half term.

We recognise that childcare arrangements can be difficult and that parents need to know as soon as possible whether their preferred sessions are available. We will set a closing date for applications.

Following this date all sessions will be allocated for all application forms received and parents will only be able to access available sessions which are left over.

Extended Hours Funding Entitlement :

From September 2017 many working parents are entitled to 30 hours childcare funding for 3 and 4 year olds.

At Banks Road Nursery we believe it is our responsibility to offer high quality early years education for all children in the year before they start school. Therefore with the introduction of 30 hours extended hours funding we will continue to offer 5 Nursery sessions per child in the first instance. Once sessions have been allocated we will then offer additional sessions which can be 'bought' with extended hours funding. Extended hours funding can also be used as payment towards breakfast club, lunch club and after school club.

Please be aware that extended hours funding only covers the cost of childcare and there will still be a charge at both breakfast and after school club to cover the cost of any meals provided. At lunch club

parents continue to need to provide a packed lunch. Up to date costs for these extended services are available through the school office.

Nursery Open Morning

There will be a Nursery open morning on a Saturday in January. At this parents and children are invited to come and look around the nursery and register an interest for September. This will ensure that contact details are current and admission forms are sent to the correct address.

‘Ready for Nursery’ sessions and Nursery Open Evening

In the Summer term we run four ready for nursery sessions in conjunction with our local providers. At these children, due to start Nursery in September, are invited to come and meet the nursery staff and play in nursery (an adult must stay with the children during these sessions). Children are invited to attend all of these sessions as they are able.

We also run an open evening for children or parents unable to attend ‘Ready for Nursery’ sessions. Booking for home visits and start dates will be available during the ‘Ready for Nursery’ visits and during the open evening.

Staggered entry into Nursery and Home Visits.

During the first week of the Autumn term the Nursery staff make home visits. Parents are of course entitled to decline a home visit but we have found that it is extremely beneficial for children to feel settled and secure with the nursery staff. It also has a significant impact on their ability to settle into Nursery. Nursery staff will also be required to check your child’s birth certificate on their home visit.

Nursery children are then admitted into Nursery over the course of up to a fortnight. We will try wherever possible to accommodate parents working hours as we recognise that during this transition time childcare can be difficult for families. Please speak to the nursery staff if this is a concern for your family.

Appendix 1

Nursery places are allocated on a receipt of an official application form on a first come, first served basis in accordance with the following priorities:

1. Children who are looked after by the local authority and previously looked after children, will be allocated the five standard nursery sessions requested.
2. Children who are looked after by the local authority and previously looked after children, will be allocated any additional sessions that they require within the 30 hour maximum.
3. Children who live in the catchment area at the closing date will be allocated the five standard nursery sessions.
4. Children who live outside the catchment area will be allocated the five standard nursery sessions.
NB: for children living outside of the catchment area, having a sibling attending the school, no longer gives an application any priority.
5. Children who live in the catchment area at the closing date will be allocated additional sessions within the 30 hour maximum.
6. Children who live outside the catchment area at the closing date will be allocated additional sessions within the 30 hour maximum.
7. Any requests from the above applicants for additional “purchased” sessions will be considered.