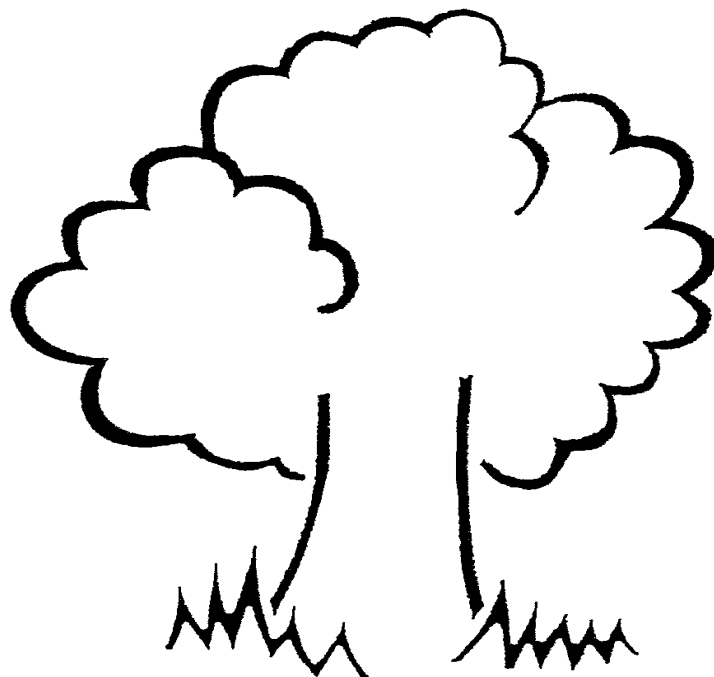


# **Banks Road Nursery Admissions Procedures**

# 2017- 2018

These procedures outline how children are offered places in nursery. The allocation of nursery sessions, admissions procedures and extended hours funding provision (30 hours).

**Banks Road Infant and Nursery School/**



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### **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 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 NURSERY AND SCHOOL ARE NOT INVOLVED IN THIS PROCESS. Please see the school website or Nottinghamshire County Council website for full details of the admissions process.**

### **15 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 allocated on a first come first served basis. Admission forms will be sent out by first class post on the first Monday after the February half term holiday. Completed admissions forms must be handed in to a member of the office staff in person to ensure that places are allocated fairly. Office staff will record the date and time the form was collected. 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 therefore ensure that parents are informed within 2 weeks (or as soon as possible) if their preferred sessions are not available.

### **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

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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.**

As recommended within the EYFS, during the first week of the Autumn term the Nursery staff make home visits. Parents are 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 allows us time to explain nursery routines and to answer any questions or concerns you have about your child. 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 on the home visit if this is a concern for your family.

**Extended hours :**

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 childcare 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.

Where parents are paying for services such as breakfast club, lunch club and after school club we endeavour to allow flexibility for example through carrying forward credit of sessions not attended. However we are not able to do this where parents take up extended hours funding to cover the cost of wraparound care.

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.

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**THESE PROCEDURES WILL BE REVIEWED ANNUALLY.**

DATE OF REVIEW BY GOVERNING BOARD November 2018

These procedures were reviewed and ratified by the Pupil and Personnel committee in  
November 2016  
November 2017

Signed: Chair of Governors\_\_\_\_\_

Date: \_\_\_\_\_