



**Nursery Admissions Policy**

**2023-2024**

**Enquire Learning Trust**

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## Version History

Date	Author	Version	Comment
July 2021	Liz Thompson / Chris Story	1	New Policy
September 2023	Nicola Gorman / Chris Story	2	Updated

## 1. Aims

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high-quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To help promote consistency of practice and procedure between Nursery classes in The Enquire Learning Trust.
- 1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

## 2. Nursery Session Options

### Two-year old room:

Our morning session runs from 8:40 – 11:40 and our afternoon session runs from 12:30 – 15:30.

Children will be allocated either the morning or afternoon group – we will consider parental preference wherever we can but cannot make guarantees.

Children in the morning group have the option of coming in for breakfast club at 8:00. The cost is £2.25 per child per day, inclusive of supervision and a breakfast. This is served in the two-year-old room.

Children in either group may stay back / come in early for lunch, which runs 11:45 – 12:30. This is £4 per day per child, inclusive of care over the 45 minutes and a freshly-prepared hot meal.

For parents who wish to top up to 30 hours a week, this is priced at £15 per day (plus the £4 lunch).

For parents not eligible for funded places, these are available at a cost of £15 per half day (not including lunch) or £35 for the full day (including lunch).

Please note we can only take bookings in blocks in 15 / 30 hours and only offer morning or afternoon sessions – it is not possible to mix and match this due to staffing.

Our room leader and/or our EYFS Leader will be happy to discuss all of this with parents and carers on enquiry.

### Three and four-year old room:

The term after children turn 3, all children are eligible for 15 hours a week free childcare during term time. Hardwick Green offer this as three hours a day, five days a week during term time (38 weeks of the year) in our Nursery setting.

Our morning session runs from 8:40 – 11:40 and our afternoon session runs from 12:30 – 15:30.

Children will be allocated either the morning or afternoon group – we will consider parental preference wherever we can but cannot make guarantees about which group your child will be in.

Children in the morning group have the option of coming in for breakfast club starting at 8:00. The cost for this is £2.25 per child per day, inclusive of supervision and a breakfast. This is served in the EYFS setting, not the main hall, as it is separate from the main school breakfast club.

Children in either the morning or afternoon group may stay back / come in early for lunch, which runs 11:45 – 12:30. This is £4 per day per child, inclusive of childcare over the 45 minutes and a freshly-prepared hot meal.

Some families are eligible for thirty hours a week free childcare. See here for the criteria: <https://www.gov.uk/30-hours-free-childcare>. You will need to obtain a code from the .gov website and let the school office know this code. These children will attend the Nursery 8:40 – 15:30.

This works out as slightly over 30 hours per week as it includes lunch supervision. This extra childcare is provided free but there is a cost (£2.25 per day) if you would like your child to have a freshly-prepared hot meal – the other option is to bring a packed lunch.

For parents not eligible for thirty hours but would like this, we can allow you to top up to 30 hours a week. This is priced at £17 per day for the extra session, plus you can add a freshly-prepared hot meal for £2.25 (or bring a packed lunch).

### 3. Criteria for Admission to the Nursery

The school can offer children a place in the Nursery from the term after their second (two-year-old room) or third (three and four-year-old room) birthday:

Child born between	Universal government funding starts
1 September – 31 December	Term beginning on or after 1 January
1 January – 31 March	Term beginning on or after 1 April
1 April – 31 August	Term beginning on or after 1 September

Places will be offered according to the criteria in the following order of priority:

- 3.1 Places will be offered on a first come first serve basis.
- 3.2 The Nursery will take children from the term after their second (two-year-old room) or third (three and four-year-old room) birthday.
- 3.3 A child will remain in Nursery until the end of the academic year in which they are 4 years old.
- 3.4 A child's intake into Nursery may be staggered over two or more weeks.
- 3.5 Any spare places will be allocated during the year, as they become available, to children who are in the half-term after their second / third birthday or older.

### 4. Application dates

- 4.1 We have a 'throughout the year' policy – you may apply for a place at our Nursery at whatever time you wish, but please remember that places will be offered on a first come first serve basis.

### 5. Part-time and full-time places

- 5.1 All children applying to our Nursery are entitled to a part-time place (15 hours a week for 38 weeks of the year) the term after their second birthday.

- 5.2 Full-time places will be given to children whose parent(s) qualify for 30 hours free childcare:

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- In work – or getting parental leave, sick leave or annual leave;
  - Each earning at least the National Minimum Wage or Living Wage for 16 hours a week
- This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- Your child doesn't usually live with you;
  - The child is your foster child;
  - Either you or your partner has a taxable income over £100,000.
- You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

See - <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

- 5.3 Parents/ carers may wish to privately “top-up’ their 15 hour entitlement by paying themselves for the extra 15 hours and allowing their children to attend all day. Please contact Jocasta Taylor, Business Manager in school for exact costs and to agree a payment schedule.

## 6. Decisions on places

- 6.1 Decisions will be made by the EYFS leader at the Academy. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- 6.2 Decisions will be final and there is no right of appeal.
- 6.3 The offer of a nursery place DOES NOT mean automatic entitlement to a place in one of the Reception Classes.
- 6.4 Parents/Carers who accept a place, will be expected to commit to taking up the place for the rest of the academic year.

## 7. Home Visits

- 7.1 These may be made before a child takes up their place.

## 8. Oversubscription criteria

- 8.1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order. This includes children in these situations outside of England.
- 8.2 Children who will be 3 the soonest in the academic year of their admission.
- 8.3 Children who have an Education Health and Care Plan which names the academy.
- 8.4 Children of a member of staff at the academy in either of the following circumstances:
- 8.4.1 The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or;
- 8.4.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 8.5 Children with siblings at the academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

## 9. Reserves Lists

- 9.1 If the academy is oversubscribed, a reserves list will be maintained and will remain in place until the end of the relevant academic year. All pupils on the waiting list will be ranked according to the oversubscription criteria. Any places will be offered to the highest ranked application received immediately after a place becomes available.

## 10. Leavers during the year

- 10.1 If a child is withdrawn by their parents from Nursery during the school year, we request that parents/carers must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery, then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

## 11. Attendance & loss of nursery place

- 11.1 If attendance and / or punctuality is poor or erratic, the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated on the CPOMs system.
- 11.2 If after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Principal or Early Years Leader.
- 11.3 If following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parent/carers will be notified of the loss of place in writing.
- 11.4 If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Principal, and a letter explaining the situation will be sent to the parents/carers.

## 12. Transfer from Nursery into School

- 12.1 All parents and carers must be aware that a place in the Nursery does not guarantee a place in the academy and that they must still go through the correct Local Authority Admissions Procedure.
- 12.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.