



Built on botheredness . . .

the **enquire**
learning trust

Nursery Admissions Policy (2 - 4 year old)



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Version History

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March 2022	LT	1	Policy Created
December 2023	LT	2	Policy updated to accommodate Government funding changes for 2024.
April 2024	CS / NG	2.1	Personalised for Hardwick Green

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 £2.50 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 £5 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 £18 per day (plus the £5 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 £2.50 per child per day, inclusive of supervision and a nutritious 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 £5 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 £18 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 will offer children a place in the Nursery from the term after their second/third 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 in line with the application dates below.
- 3.2 The Nursery will take children from the term after their second/third 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. Decisions on places

- 5.1 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 Admissions Policy.
- 5.2 Decisions will be final and there is no right of appeal.
- 5.3 The offer of a Nursery place DOES NOT mean automatic entitlement to a place in one of the Reception Classes.
- 5.4 Parents/Carers who accept a place, will be expected to commit to taking up the place for the rest of the academic year.

6. Home Visits

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

7. Waiting Lists

- 7.1 If the Nursery is oversubscribed, a reserves list will be maintained and will remain in place until the end of the relevant academic year.

8. Leavers during the year

8.1 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.

9. Attendance & loss of Nursery place

- 9.1 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 in the child's Learning Journey.
- 9.2 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.
- 9.3 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.
- 9.4 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.

10. Transfer from Nursery into School

- 10.1 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. However, the Trust Admissions Code states that where a child attends one of our Nurseries and is in receipt of Early Years or Pupil Premium funding then a place **could** be secured in the Reception Class.
- 10.2 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.

APPENDIX 1

HM Government		Childcare Choices		MENU	
Age 3-4 years		Age 2 years		Age 9-23 months	
ALL PARENTS		FAMILIES RECEIVING SOME ADDITIONAL FORMS OF GOVERNMENT SUPPORT		WORKING FAMILIES	
15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	30 HOURS
Now	APR 2024	SEP 2024	SEP 2025	SEP 2024	SEP 2025
WORKING FAMILIES		WORKING FAMILIES			
30 HOURS	30 HOURS	30 HOURS	30 HOURS	15 HOURS	15 HOURS
Now	APR 2024	SEP 2024	SEP 2025	APR 2024	SEP 2024
				30 HOURS	30 HOURS
				APR 2024	SEP 2025

*38 weeks a year. Eligibility criteria apply.