



Built on botheredness . . .

the **enquire**  
learning trust

# **Nursery Admissions Policy (2 - 4 year old)**



## Contents

Section	Title
1	Aims
2	Nursery Session Options
3	Criteria for Admission to the Nursery
4	Application Dates
5	Decisions on Places
6	Home Visits
7	Waiting Lists
8	Leavers during the year
9	Attendance and loss of Nursery Place
10	Transfer from Nursery into School
	APPENDIX 1 – HM Government Childcare hours summary

## Version History

<b>Approved by:</b>	Trustees
<b>Last reviewed:</b>	April 2024
<b>Next review due by:</b>	September 2025

Date	Author	Version	Comment
March 2022	LT	1	Policy Created
December 2023	LT	2	Policy updated to accommodate Government funding changes for 2024.
Oct 2024	SJ	2.1	Personalised for Welholme Academy

## 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 olds:

Welholme Academy offer eligible 2-year-olds, 15 hours a week of free childcare during term time only, starting the term after a child turns 2.

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.

Welholme Academy offer this entitlement 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.

If parents wish to add extra sessions above their 15-hour entitlement, this is charged at £27.10 per day and includes supervision charges over lunchtime (a packed lunch will need to be provided)

Please note we can only take bookings for additional sessions if we have sufficient space and staffing available.

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

All additional fees are non-refundable. If your child does not attend their pre-booked additional sessions due to illness or other reasons, then charges will still apply as Staff will have already been arranged in anticipation of their attendance.

All Charges will be reviewed on an annual basis and in line with Local Authority funding Decisions.

### Three and four-year olds:

All children are eligible for 15 hours a week of free childcare during term time starting the term after a child turns 3. Welholme Academy offer this entitlement 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.

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 charge of £3.80 per day and a packed Lunch will need to be provided.

For parents not eligible for thirty hours but who would like to add extra sessions over and above their entitlement will be charged £3.80 per lunchtime supervision and £15.20 per extra 3 hour session.

Please note we can only take bookings for additional sessions if we have sufficient space and staffing available.

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

All additional fees are non-refundable. If your child does not attend their pre-booked additional sessions due to illness or other reasons, then charges will still apply as Staff will have already been arranged in anticipation of their attendance.

All Charges will be reviewed on an annual basis and in line with Local Authority funding Decisions.

### 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	
<b>ALL PARENTS</b>				<b>FAMILIES RECEIVING SOME ADDITIONAL FORMS OF GOVERNMENT SUPPORT</b>				<b>WORKING FAMILIES</b>	
<b>15 HOURS</b>	<b>15 HOURS</b>	<b>15 HOURS</b>	<b>15 HOURS</b>	<b>15 HOURS</b>	<b>15 HOURS</b>	<b>15 HOURS</b>	<b>30 HOURS</b>		
Now	APR 2024	SEP 2024	SEP 2025	Now	APR 2024	SEP 2024	SEP 2025	SEP 2024	
<b>WORKING FAMILIES</b>				<b>WORKING FAMILIES</b>					
<b>30 HOURS</b>	<b>30 HOURS</b>	<b>30 HOURS</b>	<b>30 HOURS</b>	<b>15 HOURS</b>	<b>15 HOURS</b>	<b>30 HOURS</b>			
Now	APR 2024	SEP 2024	SEP 2025	APR 2024	SEP 2024	SEP 2025			

\*38 weeks a year. Eligibility criteria apply.