



# Highfield Nursery School

## Admissions Policy for Highfield Nursery School

### **Mission Statement**

**Provide a warm, stimulating, welcoming environment which gives a secure foundation for all children and their families to become happy, confident, caring individuals who achieve personal success and develop a lifelong love of learning.**

This policy aims to ensure that we:

- provide high quality education and care for all children and parents
- give equal opportunities to all children and parents/carers, regardless of race, gender, religion, culture, class or disability
- ensure continuity of experience for all children and parents/carers

### **Nursery Provision has:**

#### Highfield- Registered Places

There are 3 types of places in the 3-4 Nursery:

**Part-time places** - at least 60 fee places for 3 and 4 year olds (either 5 mornings or 5 afternoons, over 38 weeks per year)

These places are state funded, and “free” at the point of access to parents

**Extended Day Places for 3 and 4 year olds:** These are additional fee-paying places, and parents will pay for the place. They are for 38 weeks of the year for three hours per session.

**Flexible offer:** we offer 10 places of two and a half day sessions. This is where children can attend two full days (with lunch club- paid) and one half day.

**Lunch club places:** 24 places are available for children aged 3-4 years. Parents can choose to pay for lunch place along with an additional session. These children could potentially attend from 8.30-3.30 each day.(please see income policy for charges)

## Places for 2 year olds

There are 2 streams of entry for 2 year olds.

✚ **Fee paying places** : 4 part time places available for all children once they've had their 2<sup>nd</sup> birthday, fee paying. These are children not eligible for the two year funded place.

✚ **2 year sessional places**. Currently 22 fte places 12 hours a week offered as 5 x 3 hour sessions over 48 weeks of the year. Families can request either a morning session from 8.30am – 11.30am or an afternoon session from 12.30pm- 3.30pm, Monday to Friday.

Families making enquiries will be placed on a register of interest. Families need to make an on-line application once their child has had their 2<sup>nd</sup> birthday.

Three x a year entry, in September, January and April.

Applications need to be made within a month of the intake date e.g for January intake, applications need to be made during December. For April intake, applications will need to be made in March.

Applications are only valid for one month from the date issued. If the application expires before entry point, another application can be made.

## Opening Times

**Part-Time places**      8.30am – 11.30am  
   12.30 – 3.30pm

**Extended day places** 8.30am- 3.30pm

The free entitlement is available for all 3 and 4 year olds before they start school and will commence the term following a child's third birthday. The funding is for 570 hours a year and is divided into 3 Funding Blocks.

A reduction against day-care fees equivalent to 3 hours per session to a maximum of 12 hours per week will appear on the monthly invoice. The funding applies to a maximum of four sessions per week. **For further information, please see the Highfield charging policy.**

Funded Early Learning is available for 2 year olds who meet the eligibility criteria and is available when the child turns 2. The funding is for 570 hours a year and is divided into 3 Funding Blocks.

## **Staffing**

### **Staff Ratios**

As per the Statutory Framework of the Early Years Foundation Stage, staffing ratios are required to be as follows:

- 1:8 for 3 & 4 year olds, unless there is a Qualified Teacher with the children, in which case it is 1:13
- 1:4 for 2 year olds

## **Admissions Dates**

### **Part time funded places**

The following arrangements will be made for children aged 3-4 years and 2-3 years, who will be accessing part-time places in the Nursery:

- i) Children aged 3-4 years old will be admitted to Nursery in the term after they turn 3, if a place is available.
- ii) Children aged 2 and eligible for Funded Early Learning for 2 Year olds will be admitted from the time that they are eligible and a place is available.

### **Applications and Offers of Nursery Places**

The following lists will be kept at the School:

#### **1. Free Entitlement for 3 and 4 year olds: Waiting list**

Parents/carers are able to register for a nursery place from birth. The child's name and details will be entered on a numbered waiting list for the term, in which they would enter the Nursery. Children who are already attending the School as a 2-year-old will normally stay on at Highfield as a 3/4-year-old.

Priority to access the Free Entitlement is determined by the position the child is on the waiting list.

If there are unfilled places for 3 and 4 year olds after the September intake, children on the waiting list will be admitted in the term after they turn 3, i.e. in January.

Parents and carers will have completed application forms for sessional places, and these will remain on the waiting list.

Parents/ carers will be informed as to whether there is a place available as follows:

<b>For start date</b>	<b>Parents informed of place</b>
In Sept	Just after Easter
In Jan	Beginning of October
After Easter	Beginning of February

#### **2. Funded Early Learning for Eligible 2 Year Old Children**

Parents need to check their eligibility for Funded Early Learning using the on line eligibility checker. If successful, the number issued will be given to reception staff for rechecking and the child's name added to the waiting list. Parents will be contacted to invite them for visits to the nursery or, if no spaces are available, they will be informed that they are currently on a waiting list and which number they are on the list.

## Home visits and play days

Every child must have a completed home visit before they start in the nursery. At least one of the child's keyworkers must attend, and where possible both attend. Information is obtained about the child, including food, health, care and development. Parents/carers will be asked to complete the "All About Me" section and the parent booklet so that the staff members can ensure a smooth, positive settling in.

All children and parents/carers must attend at least two play day sessions, where the parents/carers will be expected to remain with their child for the main duration of the visit. This is to develop trust, relationships and security for the child.

Information will be given to the parent about the School:

- Nursery Organisation (start and finish times, record books, meals and snacks, routines, parent contributions to nursery school fund, fees)
- Curriculum (Areas of Learning, child development)
- Child's Progress (observations, records, parent consultations)
- Other School Facilities on offer (Parent Support/courses or training, access to other services such as health, family learning)

This information is exchanged through;

- Introductory Meetings and sessions
- Home Visit by the Keyworker
- Visits to the School by the child and the parent/carer
- Booklets and leaflets produced by the School.
- Written records of information about the child and family and the child's learning and development

## Children with Additional Needs

For all parents of children with known Additional Needs, places will be offered following a full consideration and assessment of needs being undertaken through the Head of Nursery and the SENCO Lead to ensure the child's needs can be met and appropriate support given. The School is likely to seek parental consent to contact other professionals for information about the child, so that the best possible provision can be made available. When required a pre admissions meeting is held with the parent and relevant professionals to ensure a children are fully supported.

## Transfers and Transitions:

1. **3 and 4 year olds:** For children who have already had a place and can no longer attend because funding has ceased, or fees can no longer be afforded, priority for a part-time place will be given, provided an application form has been completed, and there is a vacancy. If the child has left the nursery, and there is an outstanding debt unpaid, but the child has registered and is eligible for a Free Entitlement part-time sessional place, the child can be admitted providing there is a repayment plan that has been agreed by the parents and nursery.

**2. 2 year olds:** For children that have accessed a nursery place through Funded Early Learning for 2 year olds, places may be available in the 3 and 4 year olds nursery in the September, January or Easter after their 3rd birthday.

Transitions from 2-3's to 3-4's will take place the term after their third birthday (if places are available) Transition visits will take place four weeks prior to the move. Visits to the new room will be with their current keyworker and the new keyworker will also visit the child in the new room.

**A transition report will be completed with child and parent voice and will be shared through a parent meeting.** Information about the child's development, care and health will be shared with the new keyworker and a home visit will be arranged.

Transitions into each room will only take place if the child has been in the nursery for more than one term. For example, if a child turn's three in November and they only started in Sept, they will remain the 2-3's provision until Easter. This is to ensure the child has continuity and has developed positive attachments.

#### **Children from other nurseries and settings: 3 and 4 year olds**

If a parent has had their child's name on a waiting list in another area or has already been attending another nursery or early years setting, then preference will be given to that child for a Free Entitlement part-time sessional nursery place only if one is available. However, the place may not commence until the beginning of the next term.

#### **Outstanding Debt with the Nursery School**

Where an outstanding debt is accrued from non-payment of day care fees and the place has been stopped, the child cannot be re-admitted to day care until the debt has been paid in full. The child could be admitted to a Free Entitlement part-time sessional place, if one is available, providing a payment plan is in place and effective over a set period of time.

#### **Monitoring Occupancy**

Information on current occupancy will be shared at Senior Leadership meetings and a strategy developed, should vacancies be prevalent. Regular reports on occupancy will be made available to the Governing Body.

#### **Staff Qualifications and Training**

The nursery will have minimum of one qualified teacher

All key workers are qualified to a minimum of Level 3 Early Years qualification).

At least 70% of all staff will be qualified to a minimum of Level 3.

If a child's attendance falls below 75%, parents will be expected to attend a meeting with key workers to explain the reasons for non-attendance and action plan how to improve.

If attendance does not improve after four weeks and there are no extenuating circumstances the place will be withdrawn.

Revised: Oct 2016

Ratified by Governors\_Dec 2016

Chair of Governors Mark Ryan