

Admissions Policy for Highfield Nursery School

Aims

- To provide high quality education and care for all children and parents in the nursery
- To provide priority places in the nursery for children and parent/carers according to identified need
- To give equal opportunities to all children and parent/carers, regardless of race, gender, religion, class or disability
- To ensure continuity of experience for all children and parents/carers who attend the nursery school.

The nursery is managed by the Governing Body, with funding from:

- ~ Northamptonshire County Council
- ~ Income generated from fees paid by parents

Highfield- Registered Places

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

Part-time places 15 hour entitlement

at least 60 fte places for 3 and 4 year olds

(either 5 mornings or 5 afternoons, over 38weeks)

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

30 hour funded places-eligible

Monday to Friday 8.30am to 11.30am and 12.30am to 3.30am.

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

Lunch club is offered between 11.30am to 12.30pm at a charge

Extended Day Places for 3 and 4 year olds not eligible for 30hr funding: 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.

15 hour funded provision Lunch club places: limited 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 2nd 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 38 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 2nd birthday. Three times 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 15 hours entitlement	8.30am – 11.30am 12.30am– 3.30pm
Extended day places 15 hours entitlement	8.30am- 3.30pm
30 hour eligibility	8.30am-3.30pm

Staffing

Staff Ratios

The whole School adheres to the recommended staff ratios for children aged 3 and 4 years (Ofsted National Standards)

- 1: 13 for 3 and 4 year olds with teacher
- 1: 4 for 2 year olds
- 1: 3 for 3 months to 2 year olds

Staff Qualifications and Training

The nursery will have minimum of one qualified teacher (can be up to three).
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.

Admissions Dates

1. The following definitions will be used for children aged 3 and 4 years who will be accessing part-time places only:
 - i) Children aged 3 and 4 years will normally be admitted to nursery from the September onwards after their 3rd birthday or at any appropriate time when

they are eligible and a place is available during that year. This is the state nursery year in Northamptonshire.

As with school admissions in Northamptonshire, August 31st will be used as the normal end date of the year for the purpose of determining a child's age.

- ii) Children from 2 – 4 years who will be accessing fee paying places can be admitted at any time during the year when there is an available place.

Three waiting lists will be kept at the School:

1. Part-Time Places – 2, 3 and 4 year olds
2. 30 hr places – 3-4 year olds
2. Extended day places 2 – 4 year olds

Part-Time/30hr Places for 2, 3 – 4 year olds

Parents/carers are able to register for a nursery place from birth. Their name will be entered on a numbered waiting list for the year in which they would enter the centre's nursery (the school year in which they have their fourth birthday). Children who already attend the 2 year provision, they will automatically be allocated a place in the 3 year provision on the date that they become eligible for their funding.

Fee Paying Places for 2 – 4 year olds

Children can be registered at any time. Their name will be entered on a numbered waiting list.

Priority will be given to:

- children from the Highfield area
- identified by the LA as being disadvantaged
- siblings of children currently attending the nursery

Admissions criteria for 2 year olds

There are 2 streams of entry for 2 year olds.

🚦 **2 year sessional places.** 12 hours a week offered as 5 x 3 hour sessions over 38 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.

🚦 Fee paying places- for children aged at least two years, they must attend at least two three hour sessions per week.(see income policy for charges)

Priority will be given to families that live within the Highfield Nursery School reach area.

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 2nd birthday.

Three times 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.

Transition arrangements for the 2-4 provision

Children that turn three years old from September to December will transition in to the 3-4 nursery the following January if places are available.

Children that turn three years old from January to July will remain within the 2-3 provision and will be provided with additional activities and experiences with the two year provision that are suitable for three year old children. Children will then transition into the 3-4 nursery in the September for their 3 year eligible place.

Children's transitions will be considered individually with the parents based on the child's stage of development and individual needs.

All children and families will be offered a home visit when transitioning into the 3-4 nursery.

Special Educational Needs

For all parents of children with Special Educational Needs, places will be offered once full consideration of need has been undertaken to ensure the child's needs can be met and appropriate support given.

Admission Process

Once a nursery place has been offered, all children and families will be allocated a Keyworker. The Keyworker's responsibility is to be the main point of contact for parents/carers and will begin the vitally important process of exchanging information between the centre and the family. The aim of this process is to establish a working partnership between the Keyworker and the parent/carer.

Information will be gathered from the parent about the child's

- health
- previous group or nursery experience
- interests and play

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

All parents are asked to bring their child for a minimum of two introductory visits and a completed home visit before the child comes to the nursery.

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: Sept 2017

Ratified By Governors _____

Chair of Governors _____