



Admissions Policy for Croyland 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:

Part-Time Places:

- **For 3 & 4 year olds:** 44 part-time equivalent sessional places. These places are free for children through their entitlement to Early Learning for 3 and 4 year olds. Eligible children are entitled to a maximum of 570 hours of free nursery provision per year. The places are offered for 4 days a week, 48 weeks a year.

Session times are: 9.30-11.30pm and 12.40-3.40pm Monday- Thursday only

For 2/3 year olds: 40 part-time sessional places. These places are free for eligible 2 year olds. Eligible children are entitled to a maximum of 570 hours of free nursery provision per year.

The places are offered for 4 days a week, 48 weeks a year.

Session times are: 8.30-11.30pm and 12.40-3.40 pm Monday- Thursday only.

Day Care Places:

- o **3 & 4 year olds:** 24 f/t equivalent places
- o **2-3's:** 12 f/t equivalent places
- o **6 months to 2 year olds:** 12 f/t equivalent places

The sessional and day-care distribution is indicative only, so that if - for example - day-care is full and there are vacant sessional places or vice versa, then the emphasis is on making sure that the child has access to early education and on ensuring that that the income for the centre is maximised.

Day care session times are:

8.00 am – 6.00 pm

8.00 am – 1.00 pm

1.00 am - 6.00 pm

These places are **funded by day care fees paid**

These places are **funded by day care fees paid by parents**. Children must attend a **minimum** of two sessions over two days in a week. The number of sessions a child attends will be agreed, when parents are offered a place and the Childcare Contract is completed.

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 Croyland 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. A reduction against 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 Croyland charging policy.

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
- 1:3 for 6 months to 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.

Day-care

Children from 6 months – 4 years who will be accessing places in day care can be admitted at any time during the year when there is an available place.

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 of eligibility.

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 Croyland 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:

For start date	Parents informed of place
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.

3. Day care: 6 months – 4-year-old: Requests for places list

Children from 0 – 4 years old can be registered and admitted at any time, however babies have to be six months old before they can take up a place. If there are no places available, then their details can be held on a Request for Places list until an appropriate place becomes available.

If two children are to be considered for one place, then priority will be given to:

§ siblings of children currently attending the nursery

§ families who live within the reach area

§ children of staff members

When parents/carers express an interest in a day care nursery place for their child, they fill out a registration form. Parents may request to look around the Nursery initially or may make a direct request for a place. The Reception/Bursar will:

- check the admissions and occupancy spreadsheet for availability
- discuss the admission of the child with the SENCO- Lead of 0-3 Education to determine the specific place to be taken and room
- inform the relevant senior practitioner
- inform the parents
- complete a contract with the parents/carers and take a deposit
- arrange visits with the Senior Practitioner to effect introduction sessions for the child and family
- arrange home visit with both keyworkers
- update the admissions and occupancy spreadsheet

The relevant Senior Practitioner will ensure that all relevant information about the child and the family is obtained and recorded, including medical and dietary needs.

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 – 0-3 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 day-care place and can no longer attend because funding has ceased, or fees can 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.

Transitions from 0-2's room to 2-3's room will take place the term after the child's second birthday. 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 0-2 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.

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 0-2 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 turns 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.

3. Under 2 year olds: There are no part-time funded places available.

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_Oct 2016

Chair of Governors Mark Ryan