

## Admissions Policy for Croyland 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

### Croyland- Registered Places

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

**Part-time places**      **For 3 and 4 year olds** either 5 mornings or 5 afternoons, 15 hours per week over 38 weeks per year (Term Time only) from September to August.

These places are state funded, and “free” at the point of access to parents. Intake is September, though if places permit, offers may be sent out for January and April.

**For 2 year funded children** who are eligible. The place is available the term following the child’s 2<sup>nd</sup> birthday.

Families need to make an on-line application once their child has had their 2<sup>nd</sup> birthday.

Three intakes a year, September, January and April (numbers permitting)

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.

**30 hour places** For children who are eligible for 30 hour place, the place is available the term after the child's 3<sup>rd</sup> birthday. Croyland Nursery School offer is 24 hours per week over 51 weeks

**Extended Day Places** For children from 6 months – 4 years 11 months. These are fee-paying, and parents will pay for the place. These places are available all year round (with the exception of the Christmas Closure). If eligible, funding is given over 48 weeks of the year.

Any free entitlement/eligibility will be taken before invoice charges for 3 and 4 year olds who are eligible for a nursery education place.

Children must attend a minimum of 3 half days (or equivalent) for 0-2 years and for 4 half days (or equivalent) for 2-4 year olds. The number of sessions a child attends will be agreed between the Head, Deputy Head or other Senior Leadership team member and the parent when they register for a place.

#### Opening Times

**15 hour places** 8.30am – 11.30am  
12.40 – 3.40pm

**30 hour places** 8am – 1pm  
1pm – 6pm  
8am – 6pm

#### **Extended day places**

8am – 6pm (full day or any part of a full day) charged at full day rate

8am -1.00pm (half day am or any part of a morning session) charged at a half day rate

1:00pm – 6:00pm (half day pm or any part of an afternoon session) charged at half day rate

#### Staffing

##### **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.

##### Staff Ratios

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

1: 13 (1:8) for 3 and 4 year olds

1: 4 for 2 year olds

1: 3 for 3 months to 2 year olds

## **Admissions Dates**

1. The following definitions will be used for children aged 3 and 4 years who will be accessing part-time places only:
  - Children aged 3 and 4 years will normally be admitted to nursery from the September onwards after their 3<sup>rd</sup> 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 31<sup>st</sup> will be used as the normal end date of the year for the purpose of determining a child's age.

2. Children from 6 months – 4 years who will be accessing Full or Half-Day places through the Neighbourhood Nursery Initiative can be admitted at any time during the year when there is an available place.

### **Part-Time Places for 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 nursery (the first term after their 3<sup>rd</sup> birthday) if places are available.

There is no catchment area for Croyland Nursery School. Places are allocated in order of application except in the case of a specific priority admission.

### **Extended Day Places for 6mths – 4 year olds**

Children can be registered at any time. An admission fee of £20 is payable at the time of registration, which will secure a place for a maximum of up to 12 weeks before the child's intended start date.

### **Transition arrangements for the baby provision**

Children that turn two years old will transition in to the 2-3 nursery the term following their 2<sup>nd</sup> birthday.

All children and families will be offered a home visit when transitioning into the 2-3nursery.

Any child that is entitled to 2 year funding must register with the office and provide a funding code so that your child can be entered onto the waiting list.

### **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.

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 den provision 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.

For children under 3 years, who are having full day care, and for 2 – 4 year olds attending outside the normal school day and during holidays, Special Needs funding for staff support may be available through High Needs funding panel.

### 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 School 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
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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 may be withdrawn.

Revised: February 2021

Ratified By Governors \_\_\_\_\_

Chair of Governors \_\_\_\_\_