



Cavendish Close Infant and Nursery School

## Nursery Admissions Policy 2021/2022

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662239

### Policy approved by:

Name	Role	Date
Full Governing Board	Governing Body	18/05/2021

### Policy review dates and changes:

Review Date	By whom	Summary of changes made	Date implemented

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## 1. AIMS

Our aims are:

- 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.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents/carers and other professionals.
- 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

2.1 We provide 15 funded hours a week for all three- and four-year olds and 30 funded hours a week for families who meet the eligibility criteria below;

### 15 hours Flexible Free Entitlement

All 3 and 4 year olds can access 15 hours of free childcare up to 570 hours a year. We offer this over 38 weeks a year.

### 30 hours Extended Free Entitlement

Some working families may be eligible to increase their hours of free childcare up to 1140 hours a year. We are able to offer a limited number of places over 38 weeks a year. Please check whether you are eligible via Childcare Choices at

<http://www.childcarechoices.gov.uk> or the Childcare calculator at <https://www.gov.uk/childcare-calculator>

2.2 Funding for 15 hours Flexible Free Entitlement and 30 hours Extended Free Entitlement can be accessed from 1 January, 1 April or 1 September following a child's 3rd birthday. Dates for 30 hour code renewals fall in line with this and the termly code must be valid from 31/08 for autumn term funding, 31/12 for spring term funding & 31/03 for summer term funding.

2.3 Our nursery provision is currently offered as three different options which are detailed below.

Free Entitlement Sessions for 3-4 year olds 1:13 ratio		Cost to parent
<b>OPTION 1</b> 15 hours per week over 38 weeks	<b>2.5 days</b> Monday – 6 hour day Tuesday – 6 hour day Wednesday – 3 hours during the morning <i>*Limited places available*</i>	NIL COST  <i>Optional school dinner £2.00 per day</i>
<b>OPTION 2</b> 15 hours per week over 38 weeks	<b>2.5 days</b> Wednesday – 3 hours during the afternoon Thursday – 6 hour day Friday – 6 hour day <i>*Limited places available*</i>	NIL COST  <i>Optional school dinner £2.00 per day</i>

<b>OPTION 3</b> 30 hours per week over 38 weeks	<b>5 days</b> Monday to Friday - 6 hour days  <i>*Limited places available*</i>	NIL COST <u>Upon receipt of valid 30 hour eligibility code for each school term</u> Optional school dinner £2.00 per day
We offer Breakfast and After School Club from 7.45am until 5.45pm at an additional cost to parents. Please contact the school office for additional information and costs.		

2.4 Numbers will never exceed 39 in a session and due to the various options offered, the amount of children in each session will vary year on year.

2.5 The Nursery is led by a qualified teacher who is our Deputy Headteacher and Early Years Lead.

### 3. CRITERIA FOR ADMISSION TO THE NURSERY

3.1 The Governors of the school will offer children a place in the Nursery for the term after their third birthday, according to the criteria in the following order of priority:

1. Looked after children or previously looked after children.

*Looked after children* are children who, at the time of making an application to school, are;

- In the care of the local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

*Previously looked after children* are children who were looked after, but ceased to be so because they were;

- Adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangement order, or
- Became subject to a special guardianship order

2. Children who are, or are likely to be the subject of an Education, Health and Care Plan and are supported by other health or education professionals.
3. Children of a permanent member of staff.
4. Children who will be 3 years old before the academic year of their admission.
5. Siblings (including foster brothers and sisters who live at the same address) currently attending Cavendish Close Infant School in the September of the year of their admission.
6. Siblings (including foster brothers and sisters who live at the same address) currently attending Cavendish Close Junior Academy in the September of the year of their admission.
7. Children who will be 3 the soonest in the academic year of their admission.

3.2 Where there are more applications that meet this criterion than there are places in the nursery, priority will then be given to those children who live nearest to the school.

3.3 The position of the child's home address in relation to the school. A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights. In cases where a child spends equal time living at two different homes over the course of the year, the address that is most favourable to the application will be considered as the home address.

3.4 Within the above criteria, each application is always considered very carefully on its individual needs.

#### **4. HOW TO APPLY FOR A NURSERY PLACE**

4.1 Children will normally be admitted to nursery the term after their 3<sup>rd</sup> birthday. If there is space and capacity within the nursery, we will consider requests for children to start the day after their third birthday.

4.2 Children are admitted at three intake points over the academic year and applications must be completed according to the dates below;

- Applications for autumn term 2021 for **children who are 3 years old before the 31<sup>st</sup> August 2021**

Applicants are required to complete an application form and return it to the school office by Friday 8<sup>th</sup> January 2021. Applicants will receive a letter, which will be posted first class on Friday 30<sup>th</sup> April, informing them of whether they have a Nursery place for September 2021.

- Applications for spring term 2022 for **children who are 3 years old before the 31<sup>st</sup> December 2021**

Applicants are required to complete an application form and return it to the school office by Friday 28<sup>th</sup> May 2021. Applicants will receive a letter, which will be posted first class on Friday 18<sup>th</sup> June 2021, informing them of whether they have a Nursery place for January 2022.

- Applications for summer term 2022 for **children who are 3 years old before the 31<sup>st</sup> March 2022**

Applicants are required to complete an application form and return it to the school office by Friday 1<sup>st</sup> October 2021. Applicants will receive a letter, which will be posted first class on Friday 22<sup>nd</sup> October, informing them of whether they have a Nursery place for April 2022.

- Applications for autumn term 2022 for **children who are 3 years old before the 31<sup>st</sup> August 2022**

Applicants are required to complete an application form and return it to the school office by Friday 14<sup>th</sup> January 2022. Applicants will receive a letter, which will be posted first class on Friday 4<sup>th</sup> February 2022 informing them of whether they have a Nursery place for September 2022.

4.3 We will consider applications received by the dates identified, however we will consider applications received at a later date if places are available.

4.4 Proof of a child's date of birth and home address is required at the time of application, in the form of a child's short form birth certificate or passport along with a child benefit letter or a utility bill (showing the parent/carer's name).

4.5 Additional care around funded sessions is offered at a cost to parents/carers in our Breakfast and After School Club on a first come, first served basis

## **5. NURSERY INTAKE**

5.1 The Nursery will normally admit children the term after their third birthday. However if there is space and capacity, we will consider requests for children to start the day after their third birthday.

5.2 A child will remain in Nursery until the end of the academic year in which they are 4 years old.

5.3 A child's intake into Nursery may be staggered over two or more weeks.

5.4 Any spare places will be allocated during the year, as they become available, to children who are in the half-term after their third birthday or older.

## **6. DECISIONS ON PLACES**

6.1 Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

6.2 Decisions will be final and there is no right of appeal.

6.3 The offer of a nursery place does not mean automatic entitlement to a place in one of the Reception Classes.

6.4 Parents /carers who accept a place will be expected to commit to taking up the place for the rest of the academic year.

## **7. LEAVERS DURING THE YEAR**

7.1 If a child is withdrawn by their parents/carers from Nursery during the school year, we request that parents/carers must give the school a minimum of 4 weeks' notice if possible.

7.2 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.

## **8. ATTENDANCE & LOSS OF NURSERY PLACE**

8.1 If attendance and/or punctuality is concerning without good reason, 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. This conversation should be recorded and dated on CPOMS.

8.2 If after a period of two weeks, attendance and/or punctuality remains concerning, a letter will be sent to the parents/carers inviting them to meet with a member of the Senior Leadership Team.

8.3 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/carer will be notified of the loss of place in writing. This would be a last resort. We are committed to working positively with families to encourage and support good attendance and punctuality.

8.4 If a child is absent for a period of three weeks without any contact from the parents/carers, and the school has been unable to make contact within this time, we will follow our safeguarding procedures to ensure that the child is safe and well and accessing their educational entitlement as appropriate. The child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents/carers.

## **9. TRANSFER FROM NURSERY INTO SCHOOL**

9.1 Pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception through the correct Derby City Council Admissions Procedure. Information will be shared with parents and carers so that applications can be made in a timely manner.

9.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception classes, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.

## **10. MONITORING ARRANGEMENTS**

This policy will be reviewed annually by the Headteacher.

At every review, it will be approved by the full governing board.