



# Admissions Policy

Wallace Road Nursery School uses guidance from the Early Years County Provider Guide to Free Entitlement where appropriate for admission of pupils.

We are a term time only nursery and open during school hours.

We do not have any wraparound care on site, however Oscars are situated at Kingsley Primary School and offer drop of and collection as part of their service.

### **Wallace Road Nursery School offers**

- 15 hours funded early education to children aged 3-5
- 30 hours funded early education to children aged 3-5 (eligibility code required)
- 15 hours funded early education to children aged 2 (eligibility code required)
- Option to pay for extra sessions for children aged 2-5.

### **Number of places**

- Wallace Road can offer up to 39 morning and 39 afternoon places for children aged 2, 3 and 4. Dependant on staffing levels and cohort of children, we can offer up to 50 morning and 50 afternoon.
- There are 24 places for lunch which are offered in conjunction with the 30 hours' places. Children eligible for 30 hours have priority to stay all day, however should we have places, parents can pay for lunch and extra sessions.

### **Registration**

- A waiting list is kept by the school and any parent/guardian may register a child's name.
- Names can be registered from birth.
- A registration form needs to be completed when applying for a place; registration forms are dated as they are submitted.
- Registration forms can be collected from the school, or completed online via our website.
- A separate 30-hour application form needs to be completed if applying for a 30-hour place, both for new applications and current children applying to increase hours. These are dated as they are submitted. **There must be an eligible 30 hours funding code on the form to be considered for a place or placed on the waiting list.**
- Wallace Road Nursery School has no catchment area. Places are allocated in order of application except in the case of a specific priority admission (see Priority Admissions)
- Wallace Road Nursery School welcomes all children of different cultures, faiths and ethnic origins.
- When a child cannot immediately take up a place, there must be a clear agreement between parents and school indicating how long the place will be kept open.

### **Access of hours**

#### **15 hours**

At Wallace Road Nursery School, we try to support our families by being as flexible as we can, however our priority is always the children. We know that children need consistency and regular attendance to feel secure in the environment in order to develop and learn. For this reason, we encourage parents/carers to access the hours over five days a week. We offer morning or afternoon sessions, times in the table below. We appreciate that some families need full days, therefore the 15 hours can be accessed over 2.5 days, details in the table below. ***Please be aware that this option does incur a cost of £5 a day to cover lunch.***

### **30 hours**

Our 30 hour places are 8.45-3.30 every day. There is a charge of £5 for the additional hours. ***Please note, that should parents/carers wish to collect their children at lunch time and return for the afternoon session, there is no extra charge.***

<b>15 hours</b>		
<b>Hours and days</b>	<b>Additional cost</b>	<b>Optional extras and cost</b>
<b><u>Option 1</u></b> 3 hours a day Monday to Friday Morning session: 8.45-11.45 Afternoon session: 12.30-3.30	No additional cost	Option to pay and stay for lunch at £5 a day*  Option to pay for the rest of the day + lunch: £20 a day*
<b><u>Option 2</u></b> Two full days and half day  Monday and Tuesday + Wednesday morning  Or  Wednesday afternoon + Thursday and Friday	£5 per full day for lunch-packed lunch needs to be provided.	Option to pay for other half of Wednesday: £20*  Option to pay for the other days:  £20 for half day + lunch*  £15 if just the morning or afternoon session*  £35 for the whole day*
<b>30 hours</b>		
Monday to Friday  8.45-3.45	£5 a day for additional hours  Packed lunch required.  <b><i>Parents/carers have the option to collect children at 11.45 and return at 12.30 if preferred.</i></b>	

***\*subject to availability***

**Please note, should parents/carers wish to change how they access their funded hours, we require a four week notice period.**

### **When your child can start nursery**

#### **Places for children aged 3 and 4**

The school operates 3 formal intakes a year; September, January and April. There is also the possibility to start late after 'headcount day' during the term subject to availability, but the home visit and settling in procedure may be different. We will endeavour to provide a home visit, but staffing and capacity to be out of the nursery might be a factor. In the event a home visit is not possible, parents and carers will be invited to a settling in session at nursery. Children qualify for the free entitlement for 3 and 4 year olds the term after their third birthday.

Birthday month	Start month
April-August	September
September-December	January
January-March	April

## Places for children aged 2

At Wallace Road Nursery School, we offer places to rising threes. This means that parents can have a nursery place the term before their free entitlement starts. This will be at a cost to parents, unless children are entitled to funded 15 hours for two year olds.

We ask that children attend at least two consecutive sessions, should parents wish their children to attend full days\*, this can be accommodated, however please be aware we do not have a sleep area in the nursery.

### Cost

3-hour session: £15

3-hour session + lunch: £20

Full day: £35

### **\*subject to availability**

- We have 4 spaces in the morning and 4 spaces in the afternoon.
- Children eligible for 15 hours funding can access the whole 15 hours over 5 mornings or 5 afternoons. There is the option to access the hours over 2.5 days, however this incurs a cost of £10 to cover lunch on the two full days. Parents can collect their children and return for the afternoons session if preferred.
- Parents wishing to pay for sessions must have at least two sessions consecutively, and that both sessions are morning OR afternoon.

## Funding

1. Payment for the funded sessions will be met by the free entitlement for 3 and 4 year olds. Payment for the funded extended hours will be met by the 30 hours funding where eligible. Additional sessions or lunch clubs will be paid by the parents.
2. In certain circumstances the Head teacher may offer discretionary top up sessions, or a full time place based on needs of the child, or a change in how hours are accessed. This would be discussed with parent/carers with clear guidelines for why extra sessions are deemed necessary and a clear timescale will be discussed. Please see (charging and remissions policy for further details)
3. In some cases, it may be appropriate for a child to remain in Nursery for a further period. Such cases are discussed and agreed between the parents, Head of the Nursery School, Primary School and Area Education Officer. LEA permission is also required for this. Please refer to the [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) admissions pages for guidelines and deadlines.

## Priority Admissions

*For new applications, they will be processed in application receipt date order following the priority admissions list below:*

1. Children who are looked after/ Children adopted from care – Children who are looked after by the LA must have a referral from an official agency to be considered for a priority admission. Children who have been adopted must provide proof of adoption from care.
2. Vulnerable children (Early Help Assessment, Child protection, Children in need, children in care)

3. Special educational needs - referrals have to be admitted by an official agency (e.g. doctor, health visitor, social worker etc.)
4. Sibling Link – Older siblings must be currently on roll and attending nursery to be considered for this priority admission
5. Children who have applied for the 30 hour funded place and have completed the application form with an eligible code. Priority is given to those who request the full 30 hours.

### **Once a place is offered**

- Parents are informed of the place available during the previous school term. Other places are offered as they become available.
- A time is arranged for parents and children to visit the Nursery to familiarise the family with staff and routine.
- An appointment is arranged for the key worker member of staff who will be responsible for settling the child to visit the family at home. We consider this to be very important when the child is in familiar surroundings and queries and anxieties can be discussed in privacy.
- Admission is staggered at the beginning of each term. Staff use their professional judgement when requesting that carers leave for short periods of time gradually building up to the child staying for the whole session on their own. Each child is an individual and if necessary an individual programme for settling will be discussed.
- Once a place has been offered formally by letter for a new starter, they will be considered 'on roll'.
- When the child starts nursery, copies will be taken of birth certificate/passport and proof of address which will be held on file for 2 years as per the early year's parental contract
- The offer of the funded place is subject to the correct completion of the free entitlement funding form and supporting documentation

### **Lunches**

1. There are 24 lunch places available. Priority is given to children eligible for 30 hours (extended hours).
2. Places are allocated and offered at the same time as the extended hours sessions
3. Lunch places are not part of the free entitlement or extended hours so if you do not require a place with the extended sessions please let the nursery know
4. **Lunch places provide staff cover only and parents are required to provide food for their child**

To be read in conjunction with the charging and remissions policy for withdrawal of place due to non-payment of lunches

### **Withdrawing an offer**

1. Offer letters sent to parents in the term before the start date require parents to contact the nursery to accept the place. The nursery will attempt to contact parents twice to chase the acknowledgement but if the nursery has not had confirmation 3 weeks before the end of term, the place will be offered to another child on the waiting list.
2. If you do not take up the place offered to you within one week of the specified start date and no contact has been made with school, the offer of a place will be withdrawn. You will be notified by letter of the withdrawn place. Should a different start date be required there is an expectation that school will be contacted.
3. Places are expected to be utilised fully and if a child is **absent the school must be notified**. In cases of frequent or prolonged absence the school will contact the family. If the place cannot be utilised fully it will be withdrawn and re-allocated to a child on the waiting list. See the attendance policy for clarification for attendance management procedure.

## Appeals

1. You have the right to appeal if you have been refused admission to our school. Firstly, you will need to have a conversation with the Head teacher and Chair of Governors.
2. If you need to take the matter further, please contact the Northamptonshire County Council Early Years and Childcare service who are the body accountable for the 'Free Entitlement' and '2-year-old funding'

## Transfer between settings

1. Where a space is available and staffing remains the same, children who qualify for a place can transfer from another setting after the count day and before the start of the new funding block subject to availability.
2. It is a requirement of the offer that if previously attending a setting in Northamptonshire, parents inform Wallace Road Nursery School where their child previously attended and will provide a copy of the funding form completed from the previous nursery
3. Children transferring from outside the county and who qualify for the place can start after the count day and before the start of the new funding block without providing a copy of the funding form subject to availability.

### ***To be read in conjunction with:***

*Charging and Remissions Policy*

*Free Entitlement parental declaration*

*Attendance Policy*

*Safeguarding Policy*

*Transition Policy*

Written September 2021

Adopted by FGB.....

Signed.....

Chair of governors Name.....

Date.....