



Admissions Policy

Introduction

Alfreton Nursery School has an inclusive admissions policy that applies to all children and families. All admissions to Alfreton Nursery School are the responsibility of the school, with the Governors having the final say on all admissions.

We generally have Autumn, Spring and Summer intakes if places are available. Intakes are monitored very carefully to the best educational benefit of all the children. Spaces are allocated against the admissions criteria seen below:

- a) Children who are Looked After
- b) Children with additional needs
- c) Children living in Alfreton and the date the initial waiting list form was completed.
- d) Vulnerable 2 year old funded children (the term after their 2nd Birthday) (6 digit code)
- e) Working parents 2 year old funded children (the term after their 2nd Birthday)* (11 digit code)
- f) In exceptional circumstances children can be admitted after they turn 2 subject to availability and the nature of their circumstances

* We are limited to the number of 2 year old children we can take in any session. Priority is to Vulnerable 2 year old funded children first.

Aims

- To provide the best nursery education for as many eligible children as possible with priority being given to families entitled to 15 hours Nursery education.
- To ensure that the admissions policy is equitable and fair and benefits the maximum number of local children
- To ensure that the admission of pupils to nursery enables staff to maintain the balance and smooth running of the nursery and the provision of the full curriculum over five days
- To provide parents/carers with greater accessibility and flexibility by offering additional sessions (including lunch sessions) if places are available.

Consultation

The Admissions Policy was developed and agreed by the whole staff team and Governors.

Procedures and Practice

Alfreton Nursery School will offer:

- Places where priority is always given to 15 hours, then if places are available, 30 hours may be offered.
- Each child is offered either 15 or 30 hours (depending on places available) of funded education 5 days per week (term-time only). Sessions are allocated in 3 hour slots (for the 15 hour entitlement) with a minimum of **3 sessions required each week**. For 30 hour places, children are required to attend for a minimum of 5 sessions (ie 2 ½ days).
- 15 hours are offered over 5 morning sessions of 3 hours or 5 afternoon sessions of 3 hours, Monday to Friday. If working parents/carers need full days then this may be accommodated subject to individual circumstances. When sessions include the lunch period 11.30am to 12.30pm, there will be a charge of £6.45** per lunch. Children staying for lunch need to bring a packed lunch.
** Price increases every April, in line with Local Authority funding rate.
- **Please note:** Priority for staying over lunch is given to children entitled to 30 hours and is subject to availability. This can be withdrawn with a month notice to allow places for 30 hour funded children.
- 30 hours are offered over 4 x 7 hour days = 28 hours (if places are available). Any hours over this are negotiable ie although you may be entitled to another 2 hours, we only offer 3 hour sessions and therefore the additional hour would cost £6.45 (increased in April each year).
- A place at nursery the term after a child's second or third Birthday subject to ratios and availability.
- All new families will receive a letter confirming the agreed sessions prior to starting
- Changes to sessions will need to be requested in writing or via email and will be considered prior to a new term starting.
 - For Autumn term sessions requests need to be made no later than 7 July
 - For Spring term sessions requests need to be made no later than 7 December
 - For Summer term session requests need to be made no later than 7 March
- In the event of an urgent need to change hours during a term, consideration will be taken on a case by case basis.

Further Information

- Daily morning sessions run from 8:30am-11:30am and afternoon sessions from 12:30pm-3:30pm. Lunchtime sessions may be available for 15 hour places, charged at £5.40 per session. If you think your child may be eligible for Early Years Pupil Premium to cover this lunchtime charge, please speak to a member of the Nursery staff team. Children staying for lunch need to bring a packed lunch.
- We acknowledge that some parents may wish to use their 15 or 30 hour education entitlement across two providers and therefore not take their full 15 or 30 hours at Alfreton Nursery School, however we do expect all children to attend for either 3 sessions (for 15 hours eligibility) and 2½ days (for 30 hours eligibility).
- It may not always be possible to offer children starting nursery their full 30 hour entitlement due to the pressure of numbers and space.

- Although we do our best to ensure every child receives their requested hours, these sessions cannot be guaranteed. Parents/carers will be notified of their child's allocation the half-term before their child is due to start nursery.
- Parents/Carers have a choice whether they accept the place they are offered.
- INSET Days are classed as a normal school day, ie if an INSET Day falls on your child's normal day, alternative arrangements will need to be organised for that day.
- To check whether your child is eligible for 15 or 30 hours childcare please visit www.childcarechoices.gov.uk

How to Apply for a Place

Parents/Carers can ring, come into school or complete our on-line form from our school website www.alfreton.derbyshire.sch.uk to put their child's name down on our school admissions list.

Admissions List

Parents are encouraged to put their child's name down for nursery as soon as possible. This helps nursery to predict and therefore plan for different cohort sizes. There is no guarantee of a place because demand for places may fluctuate. Priority will always be given to local families (see Admissions Criteria for further information).

Place Allocation

Parents/Carers will be contacted and places will be allocated the half-term before their child starts nursery.

If there is no place available for a child who is eligible for nursery funding, Nursery will contact the parents/carers informing them of this and letting them know if their child may be offered a place at a later date.

Early Years Pupil Premium

Since April 2015, we have been able to claim extra Government Funding for some of our children known as Early Years Pupil Premium.

We currently use this funding to provide extra staffing, training, resources and additional free sessions, breakfast (within the first session after 8.30am) and lunchtimes (see EYPP report on the school website for further information).

All parents will be asked to complete an Early Years Pupil Premium eligibility form as part of their child's admission pack. Children who are eligible for Early Years Pupil Premium will be offered additional support

Equal Opportunities

The needs of all children and families are taken into account when allocating places in line with the school's Equal Opportunities Policy, Accessibility Plan and SEND Policy and SEN Report.

Monitoring and Review

The School's Admissions Policy will be reviewed on an annual basis.