



POLICY FOR ADMISSION

Ronald Tree Nursery School is an inclusive setting welcomes all children of different cultures, faiths and ethnic origins and seeks to support children with special needs wherever possible.

Ronald Tree Nursery School is a local authority nursery school offering parents of **eligible** two, three and four year old children access to their universal entitlement over 38 weeks (school term time); the nursery is open 8am to 4.30pm. The funded entitlement can be accessed in one of the following ways:

Two Year Olds

- 5 Mornings (Monday to Friday) 8.30am to 11.30am – Maximum number of places 12
- 5 Afternoons (Monday to Friday) 12.30pm to 3.30pm – Maximum number of places 8

Three and Four Year Olds – 15 hours funded entitlement

- 5 Mornings (Monday to Friday) 8.30am to 11.30am
- 5 Afternoons (Monday to Friday) 12.30pm to 3.30pm

Three and Four Year Olds – 30 hours funded entitlement

- 4 Days 8.00am to 3.30pm or 8.30 to 4.00pm
- 5 mornings 8.30 to 11.30 plus 5 afternoons 12.30 to 3.30pm; children can either be collected for lunch or join our lunch club at a cost of £4.50 per day
- 2 Days 8am to 3.30pm plus 3 mornings 8am to 1pm.

Where we have space parents of three and four year olds only may buy additional hours beyond the set session times. This includes:

- Breakfast club (8am to 8.30am breakfast included) £2.50 per day;
- Lunch club (11.30 to 12.30 please provide a packed lunch) @ £4.50 per day; or
- Afterschool club to 4pm @ £2.25 or 4.30pm @ £4.50 per day.

If there is space the School may take Rising Threes (those turning 3 within the funding period) within the main three and four year old provision. Parents who are not eligible for the two year funding will be required to pay a reduced introductory rate for these hours (up to 15 hours per week). Children in the Two Year Old Room will move up into the three and four year old provision either in the term they turn three or the term after their third birthday depending on their personal development.

30 Hour Funded Entitlement

Where parents of three and four year olds meet the criteria they may access *up to* 30 hours per week funded childcare at Ronald Tree Nursery. Times must fall within the scheduled arrival and departure times of the sessions to minimise disruption to the school and the children. Where parents become eligible during the course of the year we cannot guarantee the availability of a place as all places are offered subject to availability. Parents must provide the 11 digit DERN number to the school for validation by the day before the funding period in which they wish to claim the hours begins e.g. by 31st August for the Autumn Term. If the code is obtained later than this they will not be eligible for the additional funded hours until the following funding period. Codes must be renewed by the parent every three months; where parents are no longer eligible, a grace period to the end of the current funding period, applies. Where there is a break in the eligibility we cannot guarantee that 30 hour places will be available at a later date as this is subject to capacity.

A separate leaflet gives details of charges for attendance above the funded entitlement.

Registration

1. There is a single waiting list for all places and any parent /guardian may register a child's name. Registration forms are dated and recorded in date order.
2. Registrations may be accepted from birth.
3. All parents registering their child will have their funded entitlement and child-care options explained and will be invited to look around the nursery and ask questions, to ensure their and their children's needs are met. A copy of the admissions policy will be given to parents with their child's registration number written on it.

If your child has any problems, which you wish to make known to us, or you do not understand clearly the procedure please call in or telephone for further information.

Children with Hearing Impairment

Ronald Tree Nursery School offers fully integrated provision for children with a hearing impairment. These children may be taken from outside the usual catchment area.

Offers of a Nursery Place

Initial offers of places will be sent out in April for September admission and in October for January. Offers of places will be made in order of registration except when the nursery identifies a specific need for a priority admission (see below). Every effort will be made to meet as many parental preferences for school and child care places as is reasonably possible but we cannot guarantee to meet all preferences. If we are not able to meet your preference but still have places available we will offer you an alternative.

A child may be transferred from another Local Education Authority waiting list if the family moves house. The name will be entered here at the original date of application to the previous nursery. We will require proof of the registration at the first nursery.

Priority Admission

Priority admissions will normally be from those children referred by official agencies, for example, Health Visitors, Social Workers, Children's Centres, Family Support Workers and Head Teachers. At the Head Teacher's discretion, where there is adequate information as a result of meetings or correspondence, a priority place may be allocated.

Induction

A meeting for all parents/carers will be held in June prior to September admission. Each child will be allocated a key worker and the induction programme will be explained in full. With parent's permission, the key worker will make a home visit before the child starts at nursery.

We operate a staggered entry system so each child will receive individual attention on entry. Parents and children will make up to three initial visits to the nursery to help the settling in process. These visits are essential to familiarise the family with the nursery, the staff and the routines. Parents are encouraged to stay with their child and play alongside until the child is settled, recognising that some children take longer to settle than others. The Head Teacher will continue to use discretion as to whether short periods of attendance are to be initially recommended for certain children, these periods being gradually lengthened until children are attending for a full session.

Children are expected to attend regularly and persistent non-attendance could result in withdrawal of the place. Parents must provide up to date contact numbers for themselves and an alternative person if they cannot be contacted in case there is an emergency.

Snack Fund

We ask all parents for £2.50 per week per child to cover the costs of snacks and other consumables which are not covered by the Early Years funding we receive from the local authority.

Changes to Attendance

We will require four weeks written notice of any changes to your child's attendance at nursery. Please note, whilst we will try to, we cannot guarantee to meet requested changes during the year due to the limits of staffing ratios.

If for any reason you wish to leave Ronald Tree Nursery School we will require four weeks written notice *before* you can claim funding at another provider.

Please be aware that if your eligibility for 30 hours childcare ends and you change provider during your grace period, you will not be able to claim 30 hours with the new provider.

Appeal

Parents have the right to appeal to the Governing Body if they feel the nursery has not adhered to the registration or admission procedures outlined above.

September 2020