

# Admissions Policy



<b>Approved by:</b>	Governing Body	<b>Date:</b> 16 <sup>th</sup> May 2023
<b>Last reviewed on:</b>	12 May 2023 by Deb Thwaites & Claire Seddon	
<b>Next review due :</b>	May 2024	



## POLICY FOR ADMISSION

Ronald Tree Nursery School is an inclusive setting welcoming all children whatever their culture, faith, ethnic origin or social background 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 school 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 12

### 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

Where we have capacity, parents of 15 hours funded three and four year olds only may buy additional hours beyond these session times. This includes:

- Breakfast club (8am to 8.30am breakfast included) currently £3.00 per day;
- Lunch club (11.30 to 12.30 please provide a packed lunch) currently £5.00 per day; or
- Afterschool club to 4pm currently £2.50 or to 4.30pm currently £5.00 per day.

### Three and Four Year Olds – 30 hours funded entitlement

- 4 Days e.g. 8.00am to 3.30pm or 8.30 to 4.00pm
- 2 Days 8am to 3.30pm plus 3 mornings 8am to 1pm.
- If parents would like their child to attend for more than 30 hours per week the additional hours are charged at a flat rate (currently £5/hour)

### 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 over 38 weeks. Times must fall within the scheduled arrival (8am to 8.30am and 11.30am to 12.30pm) and departure times (11.30am to 12.30pm and 3.30pm to 4.30pm) of the sessions to minimise disruption to the school and the educational development of the children as a whole; but we will work with parents to identify the ‘best fit’ hours we can offer to meet your needs. Please talk to us about what you need.

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 and their National Insurance 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 31<sup>st</sup> 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.

### Rising Threes

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.

Please see our Charging Policy for up-to-date details of charges for attendance above the funded entitlement.

## **Registration**

1. Parents may apply online via the school website or in person via the school office.
2. 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.
3. Registrations are accepted from birth; parents are asked to notify the school if their contact details change after registration.
4. 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; and is available on our website for those parents who apply for a place via that website.
5. All data is held in accordance with the school Data Protection Policy and Privacy Notices (available on the school website).

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 01536 514240 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 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.

## **Previous Nurseries/Childminders**

Please advise us if you have attended another nursery or childminder, especially if you have received funding using the stretched offer covering school holidays. This may affect the number of hours you can claim at Ronald Tree Nursery School. Parents are entitled to claim 570 hours universal or 1140 hours extended for the year from when they first claimed. If there is a shortfall in hours we will charge parents for any hours we are unable to claim (see the Charging Policy).

## **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.

## **Absence**

Children are expected to attend regularly because this promotes good routines and good future school attendance and child well-being. Reasons for absence must be reported to the school office. Holiday forms must be completed if you are taking your child out of nursery during term time.

Persistent non-attendance may result in the withdrawal of the nursery place. Where children are absent long term the school will not be able to claim the early years funding and the parent will be charged at the appropriate rate for any periods where the funding cannot be claimed (see the Charging Policy). Long term absences are defined as:

- More than 10 days single absence
- More than 30 working days absence in a funding year (excluding bank holidays)

Long term sickness is not included as an absence as long as it meets the criteria set out by the Public Health Agency.

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.

## **Consumables Charges**

We ask all parents for £2.50 per week per child attending for 15 hours and £5.00 per week for children attending for 30 hours. This is to cover the costs of snacks and other consumables which are not covered by the Early Years funding received from the local authority. Parents may pay weekly, monthly or termly, in cash by cheque or by BACS.

## **Changes to Attendance/Notice Periods**

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.

**16<sup>th</sup> May 2023**