



NURSERY ADMISSIONS POLICY

Ratification

Date Approved: February 2022

SIGNED: Fiona Pearson, Chair of Governors

SIGNED: Mrs Pavan Chandhoke, Principal

Review Date: July 2022

Context and Purpose

Rosecliffe Academy are committed to provide high quality child centre nursery education to children and families in the local community within an Academy setting.

The aim of the nursery is to cultivate the skills that are at the foundation of a life of happiness and learning.

Objective of the Policy

The specific objectives of the Policy are:

- To ensure access and entitlement to the benefits of the high-quality child centred nursery education on a fair and equitable basis.
- To help promote consistency of practice and procedure between Early Years education and Key Stage 1.
- To make transparent the admissions and administrative processes of the nursery

Roles and Responsibilities

Principal	To ensure the policy is followed
Nursery Lead and Administration Team	To ensure that the that carry out the admissions and running of the nursery correctly and fairly
Early Years Foundation Team	To provide high quality care and learning for the children who join
Governing Body	To support the implementation of the policy and to give advice and guidance where relevant

Key Elements of the Nursery Admissions Policy

Nursery Session Options

All children aged 3 and over are entitled to 15 hours government funded nursery education per week during term time. These hours take effect the full term after the child's third birthday.

Some children are entitled to 30 hours government funded nursery education per week during term time. This is determined by parents' wage and working hours. Hours **cannot** be split between Rosecliffe and another setting. Parents/carers need to apply for these funded hours via [Apply for 30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-30-hours-free-childcare). I

Parents will be asked to state a preference for either 5 mornings sessions or 5 Children with 30 hours funding can attend the setting 5 days a week during term time. However, families can use the hours in the week flexibly to best fit their needs.

Parents will be asked to state a preference for their 15 hours. The preferences are;

- 5 morning sessions a week
- 5 afternoons a week
- 2 full days and 1 half day

Whenever possible first preference of sessions will be offered, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

Parents can add top up sessions to turn half days into full days or add a full extra day. These top ups come at an additional cost and should be confirmed with the Nursery teacher.

The 2 full day and 1 half day or top up sessions will only be allocated if there are correct staff to child ratios.

Session times (Monday to Friday during term time, excepting staff training days):

- Morning session: 8.30am to 11.30am
- Afternoon session: 12.30pm to 3.30pm

Parents and carers should note that a place in the nursery does not guarantee a place in reception. Parents wishing their children to attend Rosecliffe Spencer Academy must still go through Nottinghamshire County Council.

“Expressions of Interest” list

The Academy will maintain a list of the name, address and telephone number of parents are interested in a place in the nursery for their child, together with the name and date of the birth of the child and the date of registration.

The list will not operate places on a first come first served basis. The length of time a child is on the list in no way influences the decisions about places.

Parents will receive an email confirming the receipt of their interest. This email will invite the family for a visit to the setting outside of school hours. Hour preference will be discussed at this visit.

Parents must confirm acceptance of the offer of a place by the confirmation date on the forms so that children on the waiting list can be offered placed.

Criteria for admission to the nursery

The nursery at Rosecliffe Spencer Academy has 26 places in each of the morning and afternoon sessions i.e. 26 children in the morning and 26 children in the afternoon. The nursery operates on the bases of a single intake each year.

Children are eligible to take up a place in the nursery in the **full term following their third birthday**. Places will be awarded in accordance with the following order of priority:

- Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the Academy.
- Children who live in the catchment area at the closing date for applications
- Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the Academy

Other children

In the case of twins/multiple birth children, the Academy will guarantee that all children will be offered places in nursery. For example, if there were spaces for one child, both would be offered a place.

Nursery intake and operation of the waiting list

The nursery class will have three points of entry, September, January and April. Children will start on the term after their birthday.

Any spare places will be allocated during the year, as they become available, to the oldest children on the waiting list, providing that the child had already passed his/her third birthday.

If the nursery is full a waiting list will be held and places offered to the oldest children first when places become available.

There will be the opportunity for children and parents to attend “stay and play” sessions in nursery the half term before they are due to start at nursery. Families will be offered two sessions, the first will last one hour and one parent will be allowed to attend. The second, will be for 2 hours and the child will attend the setting alone.

Admission decisions

Decisions will be made by the Admissions Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admissions policy. Being offered a place does not guarantee first preference with regards to session options. Parents can refuse the offer made.

The offer of nursery place DOES NOT in any way mean automatic entitlement to a place in reception.

Leavers during the year

Parents or carers wishing to withdraw their children from nursery during the school year must wherever possible give the Academy a minimum of **4 weeks’ notice**. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically offered to the oldest child on the waiting list. If a parent or carer later wishes their child to return to the nursery, they will have to re-apply for a place and join the waiting list and the application will be considered according to the criteria alone with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in way influence the decision on the being offered a place.

Holidays in term time

Parents wishing to take their child out of school during term time needs to follow the policy and procedures of Rosecliffe Academy. The nursery will need **6 weeks’ notice** prior to the time away. If there is not 6 weeks’ notice the family will be invoiced and charged for the missed school time.

Attendance and loss the nursery place

If a child's attendance and/or punctuality is poor or erratic the nursery will talk to parents/carers and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. The conversation should be recorded and dated in the child's folder.

If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Principal.

If, following the meeting there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of the place in writing.

If a child is absent for a period of three weeks without any contact from the parents/carers and the Academy has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Principal. And a letter explaining the situation will be sent to the parent/carers.

Transfer from nursery into reception

All parents and carers must be aware that a place in nursery don't not guarantee a place in the Academy and that they must still go through the correct Nottinghamshire County Council admissions procedure.

The Nursery staff will liaise closely with colleagues in reception classes to plan for a smooth transition to their chosen or allocated Academy. Nursery staff will send on reports and other agreed records to the Academy admitting the pupil as appropriate.

Lunches

All children should bring in a packed lunch.

Purchase of additional sessions

Lunch club 11.30-12.30	£3.80/day
Top up session	£15/session
Full day	£33.80/day

Families will be invoiced every half term. They will receive a paper invoice and be asked to pay via ParentPay. Any arrears will be highlighted on the invoice.

If arrears remain unpaid parent/carers will be contacted by the nursery team to discuss arrears and offer support.

After 2 weeks if the arrears are not paid then a debit letter will be issued. After the date of this letter families will have 2 weeks to pay or the child loses their place at the nursery.

Review & Monitoring

This policy will be reviewed: Annually

By: Laura Wright

Last Reviewed: July 2021

Next Review date: July 2022

Changes made: February 2022- addition of holiday request notice

Appendix

Distance measurements – when required to determine priority for admission, distance will be measured in a straight line from the entrance to the child's home to the principal 6 entrance to the main administrative building of the school. This will be calculated using computer software. In the event of needing to discriminate between pupils living in the same block of flats, where the software produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school. Home address - The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The appropriate designated Officer may also seek proof of residence from the courts regarding parental responsibilities in these matters