




“I have come in order that you might have life – life in all its fullness.”  
John 10:10

## Nursery Admissions Policy (2017–18)

<b>Policy accepted by FGB on:</b>	28/6/2017
<b>Next review:</b>	Summer 2018
<b>Signed (Chair of Governors):</b>	
<b>Statutory policy:</b> Yes/No	<b>On school website:</b> Yes/No

# NURSERY ADMISSIONS POLICY

(This policy is based on the Somerset County Council model documents: *Admission Arrangements applying to Community (C) or Voluntary Controlled (VC) Schools* and *County Over-Subscription Criteria*).

## 1. Aims

- To create the most outstanding Early Years setting in Mendip – a first class learning environment which is nurturing, safe-yet-challenging and beautiful – where each child’s uniqueness is understood and celebrated by practitioners who remain mindful of the characteristics needed to learn.
- To ensure all pupils make outstanding progress throughout the Early Years.
- To ensure that the admissions policy is equitable and fair, and benefits the maximum number of children.
- To ensure that the admission of pupils to Christ Church School Nursery enables staff to maintain the balance and smooth running of the nursery and the provision of the full curriculum over five days, Monday to Friday, during school term times.
- To provide parents with greater accessibility and flexibility during school term times by offering additional “paid for” morning and afternoon sessions (with the option of a supervised lunch hour each day).

## 2. Booking options

Parents/carers may book the following session options (available from 1<sup>st</sup> Sept 2017):

- A. Morning, 8.30–11.30am (NO lunch)
- B. Morning, 8.30am–12.30pm (including a “paid for” hour of childcare and lunch)
- C. Afternoon, 12.30–3.30pm (NO lunch)
- D. Afternoon, 12.30–3.30pm (including a “paid for” hour of childcare and lunch)
- E. Full day, 8.30–11.30am and 12.30–3.30pm (NO lunch)
- F. Full day, 8.30am–3.30pm (including a “paid for” hour of childcare and lunch)

In order to ensure that Nursery numbers are balanced across the morning and afternoon sessions, and across the week, we expect bookings to be made for a whole term at a time in advance.

Rules:

- Parents will be allowed to spread 15 hours of education provision over full days, e.g. over two-and-a-half full days.
- One-hour “paid for” lunch times will NOT count towards the 15 hours of education provision.
- Parents who need full days may access the “paid for” hour of childcare and lunch. Alternatively, parents who want an all-day option are welcome to pick their child up at 11.30am and return them to nursery at 12.30pm.
- Unused, pre-booked sessions (*including lunchtimes*) must be paid for in advance.
- Refunds are NOT available for unused sessions.

We acknowledge that some parents may wish to use their 15 hours education entitlement across two providers and therefore not take their full 15 hours at Christ Church Nursery.

We will always try and offer parents the education sessions that they request, but this may not always be possible as the number of children need to be balanced across the morning and afternoon sessions, and across the week, so that appropriate staffing levels can be maintained.

Parents have a choice whether they accept the place they are offered.

Once the nursery is full it is full. If X number of morning sessions are available but are all fully booked then parents may be offered the afternoon-only option if spaces are available.

Additional booking options may become available later in the term/year. In which case they will be offered to parents on the waiting list for that option.

### **3. Fees and payments**

For details see our *Nursery Fees Policy*. NB: deductions to fees based on the Early Years Entitlement (or any similar funding scheme) will be calculated on an individual basis.

### **4. The application process**

Parents can ring or come into school to put their child's name down or they can download an application form from our website.

### **5. Somerset County Council Over-Subscription Criteria**

- Children with an Education Health Care Plan of Special Educational Needs (SEN, if the EHCP names the school); then:
- "Looked after" children (as defined in the Education Act 2002 – Admissions);
- Children without an EHCP of Special Educational Needs whose school placement has been identified by a multi-agency professional team;
- Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address;
- Children living in the catchment area;
- Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address;
- Children living outside the catchment area, but nearest to the school and registered in an Infant, First or Middle school (within the transfer school catchment area) (priority will be determined by distance – nearness to school is calculated in a direct straight line from the child's permanent place of residence to the school).

6. **Waiting 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. The date a child's name is put down will be used when allocating places and sessions.

7. **Place allocation**

Parents will be contacted and places will be allocated the term before the child starts Nursery. Parents are expected to respond and accept the place within the time limit set, otherwise places will be reallocated. If there is no place available for a child who is eligible for nursery funding, nursery will write to the parents informing them of this and offering them a future date when their child will be offered a place.

8. **Final say**

**THE GOVERNORS HAVE THE FINAL SAY ON ALL ADMISSIONS.**