



Nursery Admission Policy Pudsey Primrose Hill Primary school

Purpose of this Policy

The purpose of this policy is to inform parents about the fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocating places.

Please note the allocation of a Nursery place in school does not guarantee a Reception place. There is a separate admissions policy for school places.

Nursery places are offered in date of birth order from our waiting list. Parents/carers can place their child's name on our waiting list after their child's first birthday.

Basic Eligibility criteria for 15 Hour Funded Places

- The age of the child: Three years old upon entry to Nursery.
- Parents must provide an original birth certificate for key staff to check against data collection information and then return. This information is required before a child begins attending Nursery.
- A Nursery contract must be signed termly by parents/carers.

Parents/carers cannot access 15 hours of funded nursery provision from more than one provider at the same time.

Eligibility Criteria for 30 Hour Places

Parents must meet the government criteria for eligibility:

- Child must be three, or four years old;
- Both parents must be working, or the sole parent is working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage, or National Living Wage;
- Each parent must have an annual income of less than £100,000.

Parents must apply to HMRC in order to be eligible for 30 hours of funded provision.

Parents must then meet Pudsey Primrose Hill Nursery admission criteria:

Priority 1: A sibling is in main school when the child is eligible to start Nursery; Priority 2: The

child lives half a mile from Nursery (straight line distance);

Priority 3: The child's main address has an LS28 postcode.

Priority 4: The child has an address within the local area but does not have a LS28 postcode.

Offering Nursery Places

Offers of a Nursery place are usually made in the Spring prior to children being eligible to start the following September. The attendance patterns outlined below are offered to all parents/carers with the exception of 30 hour funded places. These are offered in order of the priorities identified above.

The number of parents/carers accepting a 30 hour place and nursery capacity will inform when offers for 30 hour places are made to anyone eligible according to priority 2, priority 3, or priority 4 criteria.

Nursery places are offered on a rolling programme until nursery is full. The majority of children will usually start attending Nursery in September each year, with an ongoing admission of children as they become three years old.

Attendance patterns for 2017-2018:

Attendance Pattern	Hours	Charges
15 hours Free provision	8.30am-11.130am	Free of charge
15 hours Free provision	12.30pm-3.30pm	Free of charge
Two and a half days	Full days places comprise of: Morning session: 8.30am-11.30am, Lunchtime care: 11.30am-12.30pm; Afternoon session: 12.30pm -3.30pm. <u>Days required identified by parent/carers</u>	<ul style="list-style-type: none"> • Additional hour of care: £2.75 • £5.50 per week for two additional hours of care • £8.25 per week for three additional hours of care <p><i>Parents can, if they wish, opt out of lunchtime care and charges for additional hours over the 15 hour funded provision by collecting their child at 11.30am and return their child to Nursery at 12.30pm.</i></p>
Three days	Full days places comprise of: Morning session: 8.30am-11.30am, Lunchtime care: 11.30am-12.30pm; Afternoon session: 12.30pm -3.30pm. <u>Days required identified by parent/carers</u>	<ul style="list-style-type: none"> • Additional hour of care: £2.75 • £10 charge for the additional three hour session. • £18.25 per week <p><i>Parents can, if they wish, opt out of lunchtime care and charges for one hour of addition care per day by collecting their child at 11.30am and return their child to Nursery at 12.30pm. The charge for this attendance pattern would then be £10 for the additional education session.</i></p>
30 hours of Free Nursery provision	5 days comprising of 10 sessions: Morning session: 8.30am-11.30am; Optional lunchtime care 11.30am-12.30pm; Afternoon session: 12.30pm-3.30pm	<ul style="list-style-type: none"> • Free of charge if accessing 10 nursery sessions (X5 morning and X5 afternoon sessions) • £2.75 charge for the additional hour of care each day; • £13.75 per week for days including X5 care sessions of one hour each. <p><i>Parents can, if they wish, opt out of lunchtime care and charges for one hour of addition care per day by collecting their child at 11.30am and return their child to Nursery at 12.30pm.</i></p>

If we are unable to offer a child a Nursery place, their name can remain on our waiting list. When a place becomes available throughout the year, we offer places in date of birth order.

We can also provide details of other school nurseries, or childminders in the immediate area. Pudsey Primrose Hill Primary School Nursery cannot quality assure another provider; parents/carers must find out about the quality of provision in other settings.

Partnerships with other Providers

Primrose Hill Nursery works collaboratively with other settings, in order to ensure the needs of children who access nursery provision across more than one provider are fully met.

With parental consent, we offer half termly meetings with key workers in other settings to share information about children's interests, their progress and attainment.

Admission of children still in Nappies

Most children are expected to be able to use the toilet with supervision by an adult, if required, upon entry to nursery.

Children who still have continence issues at nursery admissions age will not be refused entry to the school nursery, however, we expect that toilet training is already underway and that children attending Nursery are in pants not nappies or pull-ups, unless there is a specific medical reason why this is necessary. For children with Special Educational Needs or medical needs, supporting reports from specialists may be required.

We will liaise closely with families to support the needs of the child.

Transition into Nursery

In the term before children are eligible to start attending Nursery, parents/carers and children are invited to attend Stay and Play sessions. These sessions support parents/carers and children in becoming familiar with nursery environments for learning, adults working in nursery and playing in close proximity to other children.

Key Workers

Children are assigned a key worker during their transition into Nursery. Key workers are staff working in Nursery during the main sessions on a daily basis.