

TWERTON INFANT SCHOOL & NURSERY



**Excel at Twerton
- the school that cares**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

OWLS NURSERY ADMISSIONS POLICY

This document is a statement of the aims and principles of Twerton Infant School and Nursery for ensuring fair admissions to the nursery.

It was developed in 2019 by staff and governors. It will be continuously reviewed, updated and approved by the governing bodies, Headteacher and office managers. This policy will be reviewed annually.

Date of review spring 2020

Twerton Infant School and Nursery has a 30 place preschool nursery room, called the Owls Room.

15 hours

All children are entitled to a free place in an Early Years educational setting, of which our nursery class is one, from the term after their third birthday. This place is for 15 hours each week during term time. This is based around each child having 5 x 3 hour sessions. They are from 8.45-11.45am and 12.00-3.00pm. This gives the option of full day early learning and care from 8.45am-3.00pm.

30 hours

We are also able to offer up to 30 hours early learning and care to eligible parents. To qualify for the full 30 hours of free childcare, each parent, (or the sole parent in a single parent family), will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold.

N.B. With both 15 hour and 30 hour funding it is possible to split this across two settings.

Admission to Owls Room

Our admission for nursery aged children is as follows: -

1. Pupils with birthdays between 1st January and 31st March will be admitted at the beginning of the Summer term (April).
2. Pupils with birthdays between 1st April and 31st August will be admitted at the beginning of Autumn term (September).
3. Pupils with birthdays between 1st September and 31st December will be admitted at the beginning of the Spring term (January).

All applications should be made through the School Office.

Parents will be asked which sessions they would prefer for either the 15 hours funding or up to 30 hours, if they are eligible.

Every effort will be made to offer parents the sessions of their choice. However, children may be placed on a waiting list for particular sessions if there is an issue regarding capacity. Wherever possible, alternative sessions will be made available.

If a parent wishes to pay for an additional half-day sessions when booking 15 hours, this will be considered at the discretion of the school, at the time of booking.

Parents are required to pay for additional sessions for each term in advance, by the Friday prior to the start of the final week of the previous term. A late payment fee of £10 will be added if sessions are booked after the penultimate Friday of the previous term.

Once a child has been admitted, unless there are exceptional circumstances, we will not change a child's sessions. The nursery will be closed for 5 INSET days within the academic year. The school term dates are published on the school's website.

Sessions that have been booked are not transferable.

Each summer term, we will review the bookings for the nursery. We will ask parents of the children who were admitted in the January and April and who will be continuing in nursery in the September, if they would like to alter their sessions. This is because they may not have received their preferred sessions on entry due to sessions already being full.

Previous sessions allocated in the January and April will be guaranteed for the September including those in addition to 15 hours universal funding. Any alteration in sessions will then be allocated according to the admissions criteria detailed in this policy.

Home visits and/or a meeting at school will be arranged to give parents and children the opportunity to meet the nursery teacher.

It will be necessary for a member of the school staff to see the child's birth certificate to confirm date of birth and parental responsibility and also proof of identification of the parent.

Although we would prefer children to attend nursery for 5 sessions each week we can be flexible with these arrangements if there are places available.

Applications for places in the nursery will be allocated one term in advance of the child joining the nursery; e.g. for a child wanting to start in Term 3, in January, applications need to be received by the end of Term 1. This will create an applications list against which the Admissions Criteria (below) will be applied.

Late applications will always be considered and places allocated according to availability.

ADMISSIONS CRITERIA

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted.

The criteria will be applied first to allocate sessions for the 15 hours of early learning and care and then again to allocate additional sessions up to 30 hours early learning and care.

1. Children looked after by a local authority or previously looked after children.
2. Children with identified special educational needs who receive support from outside agencies.
3. Children who are attending the school's Robins Room.
3. Children who live in the catchment area and who, at the time of admission, are accessing the 2 year entitlement for 15 hours early learning and care.
4. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior school.

5. Children who live in the catchment area.
6. Children who live outside the catchment area and who, at the time of admission, are accessing the 2 year entitlement for 15 hours early learning and care.
- 7 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior school.
8. Children who live outside the catchment area.
10. The length of time on the waiting list.

Special Circumstances

Early and/or preferential admission will be considered if backed by evidence from other local or health authority agencies.

Regular Attendance

Children who are eligible for funded sessions are expected to attend regularly. Attendance is monitored closely by the school and BANES and funding will be reduced and potentially withdrawn for children who do not attend consistently.

NON ATTENDANCE

If a child does not attend nursery or is attending inconsistently and there has been no communication with school, then the parents/carers of the child will be asked if they still require the place. If attendance does not improve then BANES will withdraw funding and the sessions will be made available to other children.

Charges for Paid Sessions

School will charge £14 for additional non-funded morning or afternoon sessions.