

Growing Together Federation

Henry Allen Nursery School

Name of Policy: **ADMISSIONS**

Admission to Henry Allen Nursery School is in accordance with Buckinghamshire Education Authority's Policy (Appendix 1), and has been approved by the governors of the school. The Governing Body has an admissions panel who are involved where required in the nursery admission arrangements.

Applications for nursery places may be made at any time during the academic year.

The school's Admissions Policy is available on the website.

We welcome children aged 2 to 4 years from the local community and surrounding areas. If demand exceeds the number of places available for a specific term, priority is given to the following children:

1. Looked after children
2. Children who have exceptional medical or social needs, which can only be met at that nursery school, supported by written evidence from an appropriate professional person
3. Children of staff where either:
 - The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Siblings who will still be in the nursery at the point of entry
5. Children living within two miles of the school according to the distance between the family's normal home address and the school's nearest entrance gate
6. Children who qualify for Early Years Pupil Premium
7. Any remaining places will be allocated firstly to multiple births and then on the basis of the child's date of birth, youngest first. If there is only one place left, and there is more than one child with the same birthday, the place will be allocated to the child living nearest to the school according to the straight line distance between the child's normal home address and the school's nearest entrance gate.

8. Buckinghamshire children who are eligible for two year old funding (unless spaces in The Warren are all taken)

Procedures

We operate a waiting list system. Parents are encouraged to view the school before adding their child's name to the waiting list. Appointments to look around the school should be made via the school office. For the most part, children are admitted into the nursery at the start of each new term, unless there are exceptional circumstances leading to a place being offered part way through a term.

Parents will be informed of a nursery place during the first half of the term before their child is due to start. Telephone confirmation is followed up by letter. Admission packs are issued later in the term.

If a child is eligible for a place at our school through 2 year old funding, then we will require to see the 'Free Childcare for your 2 year old' letter or be given the funding code from Buckinghamshire Council authorising the child's funding.

For a child that is attending the Warren and turns three during the academic year, we will offer them a place in the main Nursery when one becomes available. If we are full in the main Nursery the child may remain in the Warren until the start of the next term when they will move up to the main Nursery, if places allow. In exceptional circumstances, a child may be ready to move up to the main Nursery before their third birthday. This might be possible where there is a place, and will be offered at the discretion of the Headteacher.

The school day and funding

Morning session	9.10 – 12.10
Afternoon session	12.10 – 3.10
Full day, as part of 30 hour entitlement	9.10 – 3.10

Two year olds

Children who receive two year old funding are entitled to 15 hours free nursery education (5 sessions of 3 hours each).

Parents may also pay for two year olds to attend the nursery where they are not eligible for funding. We stipulate that every child should attend for at least two sessions to enable them to get the most out of education we offer, and support the settling-in process. We do not offer full days for two year olds.

Three and four year olds

All three and four year olds are entitled to 15 hours of free nursery education (5 sessions of 3 hours each).

Some three and four year olds are entitled to 30 hours of free nursery education (5 sessions of 6 hours each).

We aim to offer as flexible provision as possible, but will encourage families to take up a consistent set of sessions (eg five consecutive mornings) where possible in order to enable children to reap maximum benefit from the nursery provision.

The extended school day

Lunch club	12.10 - 1pm
Breakfast club	8.30 – 9.10am <i>(if there is enough demand)</i>
Afternoon sessions	12.10 – 3.10pm
After school club	3:10 - 4:00pm <i>(if there is enough demand)</i>

Admission to any aspect of the extended school day is based on a 'first come first served' basis. The number of children that can attend is based on the number of members of staff. For two year olds we operate on a minimum of 1:5 ratio, and for three and four year olds we operate at least a 1:13 ratio at all times in the main nursery. Parents/carers should notify the office if they wish their child to join lunch club, breakfast club, after school club or attend an additional afternoon session. Parents should note that they will need to commit to regular days for the forthcoming term in order that we ensure adequate numbers of staff. If your child is absent, parents/carers will still be charged. Lunch club, breakfast club, after school club and additional afternoon sessions are available to all children that

are at the school but we have the right to terminate a child's attendance if we feel that the additional hours are not suitable for them.

The cost of any aspect of the extended school day can be obtained directly from the school office.

We look forward to welcoming new children to our outstanding nursery, and are committed to providing a fair and equitable system for admissions. We will always support parents or carers who have any questions or concerns regarding admissions.

Appendix 1

For further information on Buckinghamshire County Councils admission policy for nursery schools , please see:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/school-admissions-policies/nursery-admissions-policy-for-september-2023/>