

CHANCERY EDUCATION TRUST

NURSERY ADMISSIONS POLICY

OCTOBER 2023

Next Review Date: October 2024

Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CHANCERY EDUCATION TRUST

NURSERY ADMISSIONS POLICY

John Wood School & Nursery (JWSN) / Darrick Wood Infant & Nursery School (DWINS) operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Aims

Our aims are:

- To ensure access and entitlement to the benefits of high-quality Nursery education on a fair and equitable basis, for children and families in our local community.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To help promote consistency of practice and procedure between Nursery classes in the Chancery Education Trust.
- To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

Waiting list is held in school for places.

Deposit

We do not currently require a deposit for a place on our waiting list.

Criteria for admission to the nursery

If there are more requests from parents/carers than the number of places available, the following criteria will apply and the amount of time a child has been on the waiting list will not be taken into consideration. Places are allocated three times per year in advance of the term the children are due to start. At this point all names on the list will be assessed according to the criteria. (Places can also be allocated throughout the year at other times if spaces are available.)

Places are allocated according to:

1. Child Looked After (CLA) (Children in Public Care) (see note i).
2. Siblings - Children who have a brother or sister at the preferred school at the beginning of their first term (see note ii).
3. Children of staff at the academy school
 - a) Where the member of staff has been employed at the academy school for two or more years at the time at which the application of admission to the academy school is made and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Proximity – proximity as measured in a straight line from the front door of the home to the front door of the school (see note iii and iv).

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Notes

- i. A child looked after (CLA) is a child who is in care to a local authority or who is provided with accommodation by that authority and will still be looked after when at the time an application for their admission to a school is made, and who the local authority has confirmed will still be looked after at the time when the child is admitted to the school. Children placed by the Local Authority by a Kinship or residency order are NOT classed as child looked after.
 - ii. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.
 - iii. "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.
 - iv. Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
5. For Darrick Wood Infant & Nursery School, the sibling criteria operates across the school and Darrick Wood Junior School as they are deemed as Primary Schools that provide primary education (section 5 of Education Act 1996) if at the time of admission their older sibling will be on roll at the Junior School or will transfer from Year 2 into the Junior School in the September.

All applicants will be required to complete an application form and return it to the school office to be placed on the waiting list.

Proof of a child's date of birth and home address is required at the time of application and admission.

Decisions on places

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Children born between:

- 1st January and 31st March can start in April.
- 1st April to 31st August can start in September.
- 1st September to 31st December can start in January.

The offer of a Nursery place **DOES NOT** mean automatic entitlement to a place in one of the Reception Classes. This is in line with the Legal National Admissions Code.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

Nursery session options

John Wood School & Nursery is currently offering part-time or full-time places for our Nursery:

Darrick Wood Infant & Nursery School is currently offering flexible part-time or full-time places for our Nursery:

Sessions are as follows:

JWSN

Mornings (8.40 – 11.40)

Afternoons (12.40 – 3.40)

All day (8.40 – 3.40)

DWINS

Mornings (8.45 – 11.45) 3-hour session

Afternoons (12.45 – 3.45) 3-hour session

Lunch (11.45 – 12.45)

All day (8.45 – 3.45) 7-hour session

We are registered for 3 to 4-year-olds 15 & 30 hours free government funding.

All 3 to 4-year-olds in England can get 570 free hours per year. It is usually taken as 15 hours a week for 38 weeks of the year, but parents/carers can choose to take fewer hours over more weeks, for example. For more information, please visit:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Parents who are not eligible for 30 hours free childcare may still access all day sessions by paying a top-up fee. This fee is:

DWINS: £18 per session (or £6 per hour to accommodate a full day or a morning with lunch or afternoon with lunch)

JWSN: £15 per session

Providing government funded places –15 hours & 30 hours

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Free Offer & charges for additional time

Funded Places for 3 to 4-year-olds	
	3 to 4-year-olds 15 and 30 hours
Free Offer – available Monday to Friday & 38 weeks of the year	JWSN 8.40 – 3.40 / DWINS 8.45 – 3.45 15 or 30 hours can be accommodated flexibly if places available Ideally 15 hours would be 5 mornings or 5 afternoons
Charges	
Standard Day Rate	JWSN: £15 per session for three-year-olds who start the term they are three (free funded place starts the terms after they are three) DWINS: £18 per session for three-year-olds who start the term they are three (free funded place starts the terms after they are three) £6 per hour top up for any hours above 15 funded hours

Prior to a child attending this setting, parents must:

- give a copy of the child's full birth certificate,
- give a copy of a utility bill confirming parent/carer home address
- complete and sign a Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place.
- sign our terms and conditions in our admission form. These forms provide us with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.
- complete all other relevant forms such as home school agreement, photo permission form etc
- Pay a deposit of £100 if you are requesting top up hours above your free funded hours (this will be refunded when your child leaves the nursery)

The Nursery will always be staffed by qualified staff in accordance with the current EYFS statutory documentation.

We also offer an additional hour for lunch between 11.40 and 12.40 (JWSN) 11.45 and 12.45 (DWINS). Children in morning nursery can stay for lunch and those in the afternoon nursery can start earlier and have lunch before their session. (Dependent on numbers and demand)

JWSN only

The lunch session costs £5 per day and this includes a hot meal from our school catering team. Please note that allergies and medical/religious dietary requirements are always catered for.

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Attendance & loss of Nursery place

If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's 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. This conversation will be recorded and dated in writing.

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

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

Notice period, reducing sessions

We require a minimum of one month's notice in writing if your child will no longer be attending the setting or you wish to reduce sessions. Any payment made within that notice will not be refunded and further payment may be required to complete your commitment to the end of the month.

Transfer from Nursery into School

All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct Local Authority Admissions Procedure.

The Nursery staff will liaise closely with colleagues in Reception classes of the allocated schools, to plan for a smooth transition into our Reception class, or any other chosen or allocated school.

Nursery staff will send on reports and other agreed records to other schools as appropriate.

Monitoring and Implementation Policy

The policy is reviewed annually, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Nursery Admissions Policy. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	Headteacher/Principal	October 2023
Review by Committee	CET Board	October 2023
Approved by CET Board	CET Board	November 2023
Adopted by Governing Board	Local Governing Board	February 2024
To be reviewed annually		
Review by	October 2024	

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