



Admission Policy (3 year olds)

This policy is a statement of the aims and procedures for admitting children to Hadfield Nursery School. It was developed through a process of consultation with governors and staff, and is subject to annual review.

Introduction

Our vision statement for Hadfield Nursery School is

A welcome for all
Learning for all
Enjoyment for all
Success for all.

At Hadfield Nursery School we believe that the education we provide is

- An enriching learning experience for all children regardless of race, religion, ability or disability
- A valuable means of reducing the education and social disadvantages experienced by some children and thus enabling them to have equal access to the opportunities offered by subsequent education
- Supportive, offering a wide range of facilities and opportunities to families with young children

Admissions Arrangements

Derbyshire LA policy on admission to nursery classes in the maintained sector states that children may be admitted to nursery schools or classes on a part-time basis, at the beginning of the term following their 3rd birthday.

All children will be offered 15 or 30 hours of free provision. Up to 28 children, whose families are eligible, will be offered 30 hours.

For children taking up 15 hours, this will comprise either 5 morning or 5 afternoon 3 hour sessions.

For children taking up 30 hours, this will comprise 8.30am-3.15pm, Monday to Thursday and 8.30-11.30 on Friday.

Admission Criteria

Hadfield Nursery School serves the town of Hadfield and surrounding villages - see map available at the Nursery School for the catchment area. Families within this area will be given priority. There are 84 x 15 hour time funded places and 28 x 30 hour places available. If requests for these places, exceeds the number of available places, then the following criteria will be applied within the catchment area

1. Children who attend our two-year old provision
2. Children who have a 'need' i.e.
 - Children who need a child protection plan
 - Children who are 'looked after' by the LA
 - Children with a special educational need or disability (subject to required funding to support that child as needed)
 - Children for whom a place is requested by a professional outside agency
3. Children who live within the normal catchment area detailed on the map (stored in nursery office) will be allocated places in DOB order.
4. Children who live outside the normal catchment area, but within Glossopdale will be allocated places in DOB order (eldest first).
5. Children who live beyond those areas will be allocated places in DOB order (eldest first).

The admission criteria are applied again for **each** admission intake (including applications which have been deferred).

Morning or afternoon places are offered to best fulfil the educational needs of the children, but where possible we endeavour to meet parental requests. In the case of a shortage of places for a particular session, we revert to the admission criteria.

Parents will have the opportunity to visit the Nursery and discuss our admission arrangements.

The full governing body is kept fully informed of numbers on roll. Any appeals against non-admission will be submitted to the Chair of the Governing Body, to be dealt with by the full Governing Body.

If the nursery is full, families will be referred to the Children's Centre, so that they can be sign-posted to other nursery settings offering the Early Years Foundation Stage curriculum within the local area.

Admission Procedure

1. Places are offered. Offers for 30 hour places are subject to the validation of the 'eligibility code'.
2. Parents accept / defer the application/ decline the offer. (Refusal of the offer of a place at any time does not preclude subsequent application).
3. On acceptance of a place parents and child have the opportunity of a home visit from the key worker.
4. An induction session is held for new families.
5. The intake of new children is staggered.

Appendix 1

Clarification and procedures about additional (purchased) childcare time.

Time which is **additional** to the 15 or 30 hours of funded nursery education may be purchased by parents as childcare. Additional hours may be purchased only if the child is currently accessing the full 15 or 30 hours in accordance with the current nursery provision.

The nursery offers a range of options that may be purchased. Any parents wishing to find out about availability of the additional, purchased, childcare options at the nursery should contact the nursery to discuss the options and availability of places.

Currently these places are allocated on a first come/first served basis. It has been agreed by the governors that there will be the following allocation of childcare places during the academic year 2017/18:

- Up to 16 places between 8-8.30 am and 3.40-4.30 pm
- Lunchtime places may be available
- 14 Friday afternoon sessions 12.40-3.40pm

The governors are monitoring this service regularly.