



Admission Policy (3 - 4 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 hours free provision. This is a universal offer.

You may also be eligible for 30 hours funding. Your eligibility depends on:

- if you are working
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

Please ask at the nursery if you require further information regarding 30 hour funding.

For children taking up 15 hours provision, this will compromise either 5 morning sessions or 5 afternoon sessions.

For children taking up a 30 hour place this will compromise 8.30am – 3.15pm Monday to Thursday and 8.30am – 11.30am on a Friday.

Admission Criteria

Hadfield Nursery School serves the town of Hadfield and surrounding villages – see map available at the nursery for the catchment area. Families within this area will be given priority. There are 140 part time funded 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. This will be done in the following order:
 - How long they have attended for
 - Date of birth
2. Children who have a defined 'need', i.e.
 - Children who are on or require a Child Protection Plan
 - Children who are looked after by the local authority
 - Children with a Special Education Need or Disability (SEND)
 - Children for whom a place is requested by a professional external agency
3. Children who have a sibling already in the nursery.
4. Children who live within the normal catchment area detailed on the map (stored in nursery office) will be allocated places in DOB order.
5. Children who live outside the normal catchment area, but within Glossopdale will be allocated places in DOB order (eldest first).
6. 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). The admissions intakes are in September (for Autumn term), January (for Spring term) and April (for Summer term)

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, children can be added to a waiting list and will be offered a place at the next available opportunity, in accordance with the admission procedures detailed above.

Admission Procedure

1. Places are offered, once funding is confirmed (for 30 hours). Confirmation of a place being given usually takes place by the half term holiday in the term preceding the term of starting.
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 2022/23:

- 8 places between 8-8.30 am (Breakfast Club) and 3.15-4.30 pm (Afterschool Club)
- 8 spaces on a Friday afternoon from 12.40 – 3.40

These additional hours will be charged at the current rate of £5 per hour.

Where a child is eligible for a 30 hours funded place but is only taking a 15 hour funded place, the child may use some of the additional funding for either Breakfast Club or Afterschool Club.

The governors are monitoring this service regularly.