



Elmstead Wood Primary School
Nursery Admissions Policy (Little Acorns)

URN Number: 140533

We operate an inclusion and equality policy and ensure that all children have access to childcare places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Admission details:

1. All children will be eligible for admission to the nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available.
2. Where the nursery is oversubscribed, it will maintain a waiting list and places will be allocated according to the oversubscription criteria set out below.
3. A deposit will be required (please see details below).

Prior to your child attending this setting, you must:

- Provide a copy of your child's birth certificate.
- 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 the terms and conditions in our admission form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements.
- Send a payment to cover the cost of the sessions you wish to book for the first month. This acts as a deposit and will automatically be used to cover the first month's fees.

Providing government funded places for 3- and 4-year-olds

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place, we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes.

You are not obliged to give us notice for the funded hours however, we respectfully ask that you give as much notice as possible whilst also paying due regard to our notice period for non-funded hours.

Your child may lose their funded entitlement if they have 3 weeks consecutive absence in any one term.

Our Funded Offer and Charges

Our setting accepts government funding and has a funded offer for 3- and 4-year-olds.

We have a term time only offer (38 weeks).

	<u>3&4YO Universal</u> <u>570 hours per academic year</u>	<u>3&4YO Extended*</u> <u>1140 hours per academic year</u>
<u>When:</u>	Monday to Friday 38 weeks of the year	Monday to Friday 38 weeks of the year

<u>Offer:</u>	3 & 4 year olds - 15 HOURS 8.40am - 11.40am (3 hours) 12.10pm-3.10pm (3 hours) 5 mornings or 5 afternoons = 15 hours	3 & 4 year olds - 30 HOURS 8.40am - 11.40am 12.10pm – 3.10pm (6 hours) Any 5 days = 30 hours
<u>Additional hours:</u>	£20 per 3-hour session, either 8.40am – 11.40am (morning session) or 12.10pm – 3.10pm (afternoon session) 11:40am – 12:10pm lunch cover 0.5 hours £3.50 per day** For children who are eligible for 30 hours funding, we can be flexible to accommodate parental requests for Nursery start or end times. Please contact the Nursery Leader or the school office for more information.	
<u>Standard day rate:</u>	8.40am - 3.10pm = £43.50	

* Eligibility code required

**Parents can collect their child/ren at 12pm and return them at 1pm if they do not want to pay for this additional time.

Admissions criteria

Applications will be considered in the following order:

1. Children looked after, or who have an allocated social worker who has provided written support of the application or children who are the subject of adoption, residence order, child arrangements order or special guardianship order who were previously looked after by a Local Authority.
2. Children who are recommended for a place at that school following an action plan agreed by a multi-disciplinary group, for example Team around the Child (TAC) or medical grounds.
3. Children of staff at Elmstead Wood Primary School.
4. Children who turn three during an academic year (by the 31st August). If places are available, pupils will be offered a part time or full time place the term after their 3rd birthday.

Consumables

- Elmstead Wood Primary School Nursery currently does not require a charge for consumables.
- Under the government's National Fruit and Milk Scheme, children will receive a piece of fruit/vegetable each day and a small carton of milk. Water is freely available throughout the session.
- Nappies, wipes and nappy bags required by children should be provided by the parents/carers. Nappy cream, if required, should be sealed and named.

Additional information

- The school will endeavour to inform parents/carers of the outcome of their application by email at least one term before admission. The school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria and acceptance of a place must be confirmed directly with the school in writing, or by submitting completed terms and conditions).
- Admission to our nursery does not guarantee admission to the Reception class at the school.
- Nursery children have a staggered induction to ensure children settle quickly and have a stress-free start to their Early Years Education. There are new intakes in September, January and April.
- Prior to starting, parents/carers are expected to attend a Nursery New Starter Meeting. At this meeting, parents/carers will be asked to log details into the systems used by the school for information and communication management, including providing the setting with personal

details relating to the child.

- Please visit www.gov.uk for full information regarding childcare funding.