



NURSERY ADMISSION

POLICY AND PROCEDURES

Children can be admitted to nursery at the start of the term following their third birthday if places are available. Attendance will usually be on a part time basis, mornings or afternoons. This is a school nursery class and as such operates during term times only.

Hatton Hill Nursery will work closely with First Steps Nursery (footprints@hattonhill) to provide the 30 hours childcare for parents who are entitled. Parents and Carers will liaise directly with First Steps to arrange all wrap-around care beyond the 15 hours. For more information visit:



<https://firststepsenterprise.co.uk/childcare/hattonhill/> Or call: 0151 665 0160

Admission to the nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

The Headteacher will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place. An application form for a nursery place in the September intake should be completed by parents and submitted to the Head teacher **by the 15th January** which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once the first application round is completed and places have been allocated.

Allocations will be made to children who are 3 years old by 1st September and notifications sent to parents by 31st May or the first school day after this. Where places are available, a further round of applications will be considered using applications received by 30th September. Children who will be 3 years old on January 1st will then be considered if any places remain unfilled after the September intake. These parents will be sent notification by the final week of the first autumn half term.

Oversubscription

After the admission of pupils with a Statement of Special Educational Needs where the nursery is named in the Statement, and where there are more applications than places available, the following criteria will be used to decide which children are offered a place:

1. "Looked after" children (as defined in the Education Act 2002 – Admissions)
2. Those children who have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
3. Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

If there are more applicants than can be accommodated at a school in criteria 1 to 3, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy.

Determining choice of morning or afternoon place

Parents are asked to state a preference for morning or afternoon. The school will try to accommodate parents' requests but this may not be possible.

Informing Parents regarding applications

- When a place is available the school will inform applicants in the term before the child would start at nursery.
- If demand is very high, applicants may be unsuccessful and they will be informed of this in the term before their child would have entered the nursery. They will then have the option of being placed on a waiting list.
- Parents/carers will need to accept the place in writing, on the reply form provided.

Attendance at the Nursery Class

- Parents/carers will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

- Nursery staff will arrange a home visit to meet your child in a familiar environment in the term before they begin Nursery.
- There will be a staggered admission of new children – not all new children will start on the same day.
- Since places in the Nursery Unit are limited, parents/carers are advised that a poor record of attendance (less than 85%) without good cause, may lead to their child's place being given to someone else.
- Parents and Carers will receive a warning letter and an opportunity to meet with staff before the place is withdrawn.
- Parents/carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and make their presence known to staff when they collect a child.
- Parents/carers will be asked to provide two emergency contact numbers.
- A voluntary contribution of £1.00 per week for the Nursery Fund is used to provide extra resources for the nursery for example, baking ingredients. A snack with fresh fruit and milk is currently provided. The half-termly menu is shared with parents and carers at the start of each half-term.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.