

# **Banks Road Nursery Admissions Procedures**

# 2022- 2023

These procedures outline how children are offered places in nursery. The allocation of nursery sessions, admissions procedures and extended hours funding provision (30 hours).



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**Nursery Admission Procedures**

**Nursery Admissions**

At Banks Road we will initially offer places to start in September to children who are 3 years old by 31<sup>st</sup> August, and will be starting school in the September following. These children will take precedence.

Thereafter, if there are spaces available, children can be admitted to nursery, and will be entitled to funding, at the start of the term following their third birthday. For example a child born between 1<sup>st</sup> September and 31<sup>st</sup> December could start nursery in January and a child born between 1<sup>st</sup> January and 31<sup>st</sup> March could start nursery in April.

At Banks Road we will administer applications for children for a September start in the Spring and Summer terms. For a January start date we will invite applications during the Autumn term, these children will complete five terms in nursery. For those starting nursery in April we will invite applications during the Spring term and these children will complete four terms in nursery.

**ADMISSION TO THE NURSERY CLASS DOES NOT CONSTITUTE AN ENTITLEMENT OF A PLACE AT BANKS ROAD SCHOOL NOR DOES IT PRECLUDE THE ADMISSION OF A CHILD TO ANY OTHER INFANT OR PRIMARY SCHOOL IN THE AREA.**

**SCHOOL ADMISSIONS ARE DEALT WITH SEPARATELY BY NOTTINGHAMSHIRE COUNTY COUNCIL AND NURSERY AND SCHOOL ARE NOT INVOLVED IN THIS PROCESS. Please see the school website or Nottinghamshire County Council website for full details of the admissions process.**

**What we offer**

**15 Hours Funding Standard Entitlement**

All parents are entitled to 15 hours funded nursery education. Children can attend Banks Road Nursery for a minimum of 15 hours. The 15 hour entitlement can be used towards standard nursery sessions, breakfast, lunch and after school clubs. There will be a small additional charge for the breakfast and after school clubs, to cover the cost of the meals provided, as the funding covers the childcare element only.

**Extended hours**

Many working parents are entitled to 30 hours childcare funding for 3 and 4 year olds. Parents will be required to complete an online eligibility checker and provide a reference number to confirm eligibility for 30 hours funded childcare.

At Banks Road Nursery we believe it is our responsibility to offer high quality early years education for all children in the year before they start school. We therefore offer 15 hours per child in the first instance and once those hours have been allocated we will then offer additional hours which can be ‘bought’ with extended hours funding. Extended hours funding can also be used as payment towards breakfast club, lunch club and after school club.

Extended hours **funding** only covers the **cost of childcare** and there will still be a charge at both breakfast and after school club to cover the cost of any meals provided. At lunch club parents are required to provide a packed lunch. Up to date costs for these extended services are available through the school office.

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**Purchased sessions**

Where available we offer additional sessions and wraparound care (breakfast club, lunch club, after school club) for purchase. Up to date costs for these extended services are available through the school office.

Where parents are paying for services such as breakfast club, lunch club and after school club we endeavour to allow flexibility for example through carrying forward credit of sessions not attended where there are exceptional circumstances. However we are not able to do this where parents take up extended hours funding to cover the cost of wraparound care.

**Application process**

**Register of Interest**

Parents can register their interest for a nursery place at any time by contacting the school office.

**Nursery Open Morning**

For the September intake there will be a Nursery open morning on a Saturday in January. Parents and children are invited to come and look around the nursery and register an interest for September. This will ensure that contact details are current and application packs are sent to the correct address.

For January and April intakes we will contact parents to make an application and offer an open session.

**Applications**

Application packs will be sent out to everyone on our register of interest at the appropriate time. Application packs will be distributed by email during the February half term holiday for the September intake. For a January intake applications will be sent out in September and for an April intake applications will be sent out in January.

The application window will be open for two weeks. Completed application forms must be returned in accordance with the specified date. Nursery sessions for each intake will be allocated on a first come first served basis in line with the allocation priorities listed below. If we cannot offer the preferred choice the applicant will be contacted shortly after the closing date to discuss the options available.

**Allocation priorities**

Places will be allocated in line with the following criteria:

1. Children who are looked after by the local authority and previously looked after children, will be allocated the first 15 hours requested.
2. Children who are looked after by the local authority and previously looked after children, will be allocated any additional sessions that they require within the 30 hour maximum.
3. N1 children (those who were admitted in the January or April prior to the September) will be allocated their preference of sessions for the N2 year.
4. Children who live in the catchment area at the closing date, with a sibling attending Banks Road Infant School or the linked junior school at the time of admission will be allocated the first 15 hours.
5. Children who live in the catchment area at the closing date, without a sibling link will be allocated the first 15 hours.

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6. Children who live outside the catchment area with a sibling attending Banks Road Infant School or the linked junior school at the time of admission, will be allocated the first 15 hours.
7. Children who live outside the catchment area at the closing date, without a sibling link will be allocated the first 15 hours.
8. Children who live in the catchment area at the closing date, with a sibling attending Banks Road Infant School or the linked junior school at the time of admission will be allocated additional sessions within the 30 hour maximum.
9. Children who live in the catchment area at the closing date, without a sibling link will be allocated additional sessions within the 30 hour maximum.
10. Children who live outside the catchment area at the closing date, with a sibling attending Banks Road Infant School or the linked junior school at the time of admission will be allocated additional sessions within the 30 hour maximum.
11. Children who live outside the catchment area at the closing date, will be allocated additional sessions within the 30 hour maximum.
12. Any requests from the above applicants for additional “purchased” sessions will be considered.

### **Offers**

Parents will be sent an email containing their nursery place offer within two weeks following the application closing date. Offers should be accepted, or otherwise, by the date specified; failure to do so in time may mean that the sessions originally offered ~~to you~~ will be offered to another child on the waiting list.

### **Getting ready for Nursery**

Once a place has been allocated and accepted, parents will be invited to the following events:

#### **Nursery Information Evening**

We hold an information evening for parents. This is a very important event, at which lots of information will be given to parents about the daily nursery routines, and is the opportunity to complete all the necessary paperwork and book for the home visit from the Nursery Teacher. Start dates will be also be provided at this meeting.

#### **‘Ready for Nursery’ sessions**

Children who have been allocated a place will be invited to come and meet the nursery staff and play in nursery in our four ‘Ready for Nursery’ sessions. An adult must stay with the children during these sessions. Children are invited to attend all of these sessions, or as many as they are able.

#### **Home Visits**

As recommended within the EYFS, the Nursery staff make home visits. Parents are entitled to decline a home visit but we have found that it is extremely beneficial for children to feel settled and secure with the nursery staff. It allows us time to explain nursery routines and to answer any questions or concerns they have about their child. It also has a significant impact on their ability to settle into nursery. Home visits will take place during the first week of the term.

Parents of children who start in January or April should be aware that home visits for the children who are starting Nursery in September will be taking place during the first week in September. Therefore those children will have an extended Summer holiday, whilst the nursery staff carry out these visits. As a result, Nursery children will not return to school at the same time as the children in the rest of the school, due to home visits for the September intake children.

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**Staggered entry into Nursery**

Children are then admitted into Nursery over the course of up to a fortnight. We will try wherever possible to accommodate parents working hours as we recognise that during this transition time childcare can be difficult for families. We ask that parents speak to the Nursery staff during the home visit if this is a concern for their family.

<b><u>THESE PROCEDURES WILL BE REVIEWED ANNUALLY.</u></b>
DATE OF REVIEW BY GOVERNING BOARD November 2023
These procedures were reviewed and ratified by the Strategic Development committee in November 2016 November 2017 November 2018 December 2019 December 2021 November 2022  Signed: Chair of Governors _____  Date: _____