



Fairstead Governing Body NURSERY Admission Policy

Date last reviewed 7th December 2020
Next review – See policy review list

Fairstead Community Primary and Nursery School will ensure that children are admitted to its nursery provision in a fair and consistent manner and in accordance with the published policy. The Admission Policy is issued to all families as part of the registration process. It is also available on our website.

Early Education is offered within the national parameters on flexibility as set out in Section A2 of Early Education and Childcare Statutory guidance for local authorities

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

Nursery Provision

The Nursery Class has 2 x 26 place sessions. Children are introduced gradually into the Nursery Class. Parents may opt for either 5 mornings or 5 afternoons, or if eligible full time, 30 hour sessions may be available. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

The Nursery sessions run from 8:45am – 11:45am and 12:00pm – 3:00pm during term-time.

We expect 96% attendance at our Nursery and if this is not maintained the place will be reviewed

SEND/Inclusion Policy

Please refer to the SEND/Inclusion Policy (available on the school website) concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Free Early Learning Places

Children are eligible to access their 15 hours or 30 hours (if applicable) free early learning place from the start of the term after their third birthday.

- Children with birthdays between 1st April and 31st August will start in September (Autumn Term)
- Children with birthdays between 1st September and 31st December will start in January (Spring Term)
- Children with birthdays between 1st January and 31st March will start in April (Summer Term)

Classes will not exceed 26 children. The ratio of 1 adult to 13 children with a minimum of 2 adults will be provided.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available)

- Mon/Tues/Wed/Thurs/Fri 8.45am until 3pm

When the demand for places in the Nursery exceeds the number of places available, the following Admissions Policy will come into force. Children will be offered places according to the criteria listed below:

1. Children in Local Authority care who are due to access three and four year old funding.
2. Children with a statement of special educational need
3. Children who are living in the area served by the school and nursery and who have a brother or sister attending the school at the time of admission. - Date of birth priority with oldest children admitted first.
4. Children for whom Fairstead Community Primary and Nursery School is the nearest school - Date of birth priority with oldest children admitted first.
5. Children who are not living in the area served by the school and nursery but who have a brother or sister attending the school at the time of admission. - Date of birth priority with oldest children admitted first.
6. Children who are not living in the area served by the school - Date of birth priority with oldest children admitted first.

NB: Places are offered based on date of birth and not time of entry to our waiting list

Fully completed Admission Forms are required for each child entering the Nursery. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

Enquiries

Parents are asked to fill in a blue Nursery enquiry form. A letter of acknowledgement will be sent, giving a date for future contact regarding a start date and availability of places.

Registration does not imply that a space will be available when the child reaches nursery admission age.

Attendance at the nursery does not guarantee a place in Reception and parents need to apply for the Reception admission separately by applying directly to the local authority.

Timings and Procedure after initial contact/enquiry

Parents will be asked to confirm their wish for a place for their child in Nursery once the child is 3 years old

The school will inform parents if a place is available at the nursery as follows:

1. Nursery place form for parents to confirm acceptance of a place and indication of sessions required will be sent
2. The application pack, confirmation of session allocation and induction timetable letter will be sent

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities). Please refer to our Complaints Policy which is available on our website