The Ellis CE (VA) Primary School

Admission into Nursery Policy

Date Reviewed	January 2019
Next Review Date	January 2021
Renewal Frequency	2 Yearly

Signed: …….. Mrs Hurding, Headteacher

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Policy of Admission to Foundation Stage 1

In common with the Local Authority, the nursery at the Ellis CE Primary School admits children only after three years of age.

We are able to offer places to children the term after they are three years old.

The younger children are usually admitted into the afternoon session and will transfer into the morning session when the teacher feels the child is ready for their next steps in learning. However the school does take into consideration parents/ carers work and childcare commitments and will discuss alternative arrangements with parents who require their child to attend a different session.

> *'If Nursery numbers are low the nursery will open in the AM only. Younger children who would typically attend the PM session will now attend in the AM. Their transition into nursery and baseline will remain the same and staff will adapt their practice to teach all children in the same setting*

The Governing Body have agreed to support eligible working parents by offering free childcare of 30 hours in our nursery, on a trial basis from January 2019 to July 2019. This offer will be reviewed in preparation for the new academic year starting September 2019.

There will be a maximum of 16 places allocated in nursery for children who can stay for 30 hours and these will be offered in date of birth order.

The session times will be:
Morning session 8.45 – 11.45 = 3 hours
Lunch time 11.45 – 12.45 = 1 hour (a packed lunch from home will be required)
Afternoon session 12.45 – 3.30 = 2.75 hours

30 hours free childcare is offered all day Monday to Thursday plus Friday morning. Should parents wish for their child to stay all day on Fridays, in accordance with the School's Charging Policy, they also have the option to purchase the additional 3 hours 45 minutes at a rate of £4.00 per hour.
This equates to £15.00 per week and is payable via Parentpay.

As each academic year progresses the sessions may become full in which case admission will be delayed until a place is available.

At any time, older will take priority over younger children who are awaiting admission.

Children are admitted strictly in date of birth order up to the capacity of the nursery unless there are exceptional circumstances of Special Educational Needs.

Provided there is space in the nursery, a child moving into the village from another area who has been attending a nursery elsewhere will be offered immediate admission.

Parents are welcome to enter their child's name on the Nursery waiting list at any time by contacting the school and giving their child's details. The parents/ carers will then receive a letter of acknowledgement and an approximate starting date for their child if a place is available. Nearer to the time of admission into nursery the parents/ carers will be contacted again and a home visit date arranged. Following on from this visit the child and their parents/ carers will be invited into nursery to ease the transition process.

Children will not usually be admitted into the nursery if they are already attending another LA nursery.

Admission into nursery does not give any entitlement for admission into full time school.