

Nursery Admissions Policy and Arrangements

Reviewed September 2018

General principles

Robsack Wood Primary Academy Nursery offers high quality childcare for children aged 3 months to 5 years. Its admission arrangements are underpinned by the following aims:

- To be as flexible as possible with attendance patterns to accommodate the needs of individual children and families;
- To provide high quality childcare that meets the needs of the local community;
- To provide high quality childcare that is financially sustainable.

There are no statutory requirements affecting nursery admissions arrangements; however, where appropriate, this admissions policy mirrors key aspects of the admissions arrangements for Robsack Wood Primary Academy.

An Interest Form must be completed in order for prospective children to be added to the Nursery waiting list. This form can be requested directly from the Nursery or be found in the Nursery section of Robsack Wood Primary Academy website. Please be aware submission of an interest form does not guarantee sessions.

Once a child is admitted in the Nursery they will automatically progress through the age phases when they are the appropriate age.

- Hedgehogs (0-2 years) to Squirrels (2-3 years) the 1st of the month after turning 2.
- Squirrels to Badgers (3-5 years) the funding period term after turning 3 as follows:
 - 1st September – 31st December
 - 1st January – 31st March
 - 1st April – 31st August

Applications for admission (including a review of the waiting list) for all three age groups will be considered on a monthly basis, normally on the closest working day to the 15th of the month. Once applications for admission are approved the Registration Form and Admission Contract must be completed and accompanied by proof of birth and proof of address.

Definition and details

1.1 Provision available

As a guide, there are 56 places in total in the Nursery, organised across three age groups. However, this can be changeable or revised following updated Ofsted Welfare Requirements:

- (i) Hedgehogs – accommodates 9 babies aged from 3 months to 2 years, with a staff:child ratio of 1:3
- (ii) Squirrels – accommodates 12 children, aged 2 to 3 years, with a staff: child ratio of 1:4
- (iii) Badgers – accommodates 32 children, aged 3 to 4 years, with a staff: child ratio of 1:8

(The remaining three places enable the provision to be offered on as flexible a basis as possible, including instances of multiple births).

Nursery sessions are offered as follows. There is no minimum or maximum number of sessions per week.

Hedgehogs	Squirrels	Badgers
7.45-6.00pm	7.45-6.00pm	7.45-8.00am
7.45-1.00pm	7.45-1.00pm	8.00-12.00pm
7.45-4.00pm	7.45-4.00pm	9.00-12.00pm
1.00-4.00pm	1.00-4.00pm	12.00-3.00pm
1.00-6.00pm	1.00-6.00pm	3.00-6.00pm
		*or any combination of the above

Admission

(i) *Hedgehogs*

Babies can be admitted from age 3 months (specifically, from the Monday after they have achieved the age of 3 months).

Parents can complete an Interest Form at any point following the commencement of pregnancy (and will be added to the waiting list); however, a place will not be allocated until proof of birth has been received.

(ii) *Squirrels*

Children can be admitted on the first working day following their 2nd birthday.

(iii) *Badgers*

Children can be admitted on the first day of the funding period, using the following periods:

Period 1	1 st September – 31 st December
Period 2	1 st January - 31 st March
Period 3	1 st April – 31 st August

(e.g. if a child's 3rd birthday is on 15th January, they will be admitted to Badgers from 1st April).

Please note that term dates for the Flexible EYEE Funding offer may change each academic year.

<http://www.eastsussex.gov.uk/educationandlearning/schools/financialhelp/nurserygrants/default.htm>

Definitions

(i) *Looked After Children*

These are children in the care of a local authority or those who were looked after but aren't any longer because they have been adopted (or subject to a residence order or special guardianship order).

(ii) *Sibling*

Brothers and sisters includes half brothers and sisters, adoptive, or foster brothers and sisters, who live in the same house. The sibling connection ends when the older sibling leaves Robsack Wood Primary Academy.

Admission arrangements

(i) *Applications for admission*

Applications for admission (including from those on the waiting list) for each age group will normally be considered on the closest working day to the 15th of the month.

A place will be offered if there is a space in the age group and session(s) applied for.

If the session(s) applied for are not available, the next nearest sessions, if available, will be offered. This will also be the case for those on the waiting list.

If a place or requested session(s) are not available, the parent can request for their child to be added to the waiting list.

(ii) Over-subscription

In the event that more applications (including those on the waiting list) than places/sessions are available in an age group during each application round (i.e. monthly consideration of admissions applications), places will be offered using the following criteria:

1. Looked after children
2. Children of a sibling who already attends Robsack Wood Primary Academy or Nursery
3. Children from disadvantaged backgrounds, in receipt of EYEE Government funding for 2 year olds (applies to applications to Squirrels only);
4. Length of time on the waiting list.

(iii) Tiebreaker

In the event of oversubscription, place allocation in each age group will be decided by prioritising applications on the basis of the shortest route from home to the nursery using surfaced, passable routes. The routes taken for admissions purposes do not include unmade footpaths and there must be a public right of way.

(iv) Waiting list

A waiting list will be maintained by the Nursery for each age group and a parent can request that their child is added to the waiting list if there are no places / sessions available following application for admission. A place on the waiting list will be held until the offer of a place can be made or the parent decides to remove their child's name.

(v) Acceptance

An offer of a place must be accepted within two weeks, by which time the registration form, the non-refundable registration fee and holding fee must be submitted. The offer will be withdrawn if the place is not accepted within two weeks and/or the registration form, the non-refundable registration fee and holding fee are not submitted. A place can be confirmed up to three months in advance. Holding fees are refunded on the first invoice.

At the first settling in session for the child the Admissions Contract must be completed and signed. This must be accompanied by proof of birth and proof of address.

(vi) Changes to sessions

A parent of an existing nursery child may submit a request to change their session days/times at any point, and this request will be fulfilled if their preferred sessions are available. This must be submitted in writing and to reduce or cancel sessions one month's notice is required. If the sessions are not available then they will be added to a waiting list.

Policy Status and Review

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