



## Admissions Policy

It is our intention to make Desmond Anderson Nursery accessible to children and families from all sections of the local community. We aim to ensure that everyone in our community has access to the setting through open, fair and clearly communicated procedures.

Desmond Anderson Nursery offers high quality childcare and education from the term in which your child has their 3<sup>rd</sup> birthday to 4 years plus.

Our admission arrangements are underpinned by the following aims:

- To provide high quality care and education, along with a progressive early years curriculum that builds on children's prior knowledge.
- To provide a high-quality learning environment and learning experiences that meet the needs of each child.

Prospective families must complete our Waiting List / Registration Form and return it directly to the nursery office. Nursery staff will also need to see a child's original birth certificate or passport to verify their details. A copy of the form can be downloaded from the nursery section of Desmond Anderson Primary Academy's website. Alternatively, the form can be requested directly from the nursery. Submission of a Waiting List / Registration Form does not guarantee an offer of a place at the nursery.

Places are reviewed and offered on a term by term basis unless there is a vacancy and a child can start immediately.

There are no statutory requirements affecting nursery admissions, however the following criteria is used:

- Older sibling already attending the nursery or Desmond Anderson Primary Academy
- Date of registration
- Date of birth, eldest to youngest.

The Nursery Leader will override the above criteria when a child's social, emotional or physical development needs to be taken into consideration. We keep a place vacant, if it is financially viable, to accommodate any emergency admission.

### Definition:

*Sibling* – Brothers and sisters, including step and 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 Desmond Anderson Primary Academy.

## Provision available

The nursery is an integral part of Desmond Anderson Primary Academy and as such will be inspected by Ofsted at the same time as the school.

The nursery has capacity for 24 children in any one session, providing places for children who turn three during the current term (Rising 3's) to 4 years plus. The staffing ratio will usually be 1:8. The nursery employs an Early Years Professional (EYP) and may on occasion (when working directly with the children) reduce the staffing ratio from 1:8 to 1:13. (Statutory Guidance for Early Years – staff ratios where practice is led by a QTS, EYP, EYT or other suitable level 6 qualification.)

## Sessions available

Desmond Anderson Nursery offers both Government funded Free Entitlement (FE) sessions and Non-funded sessions as follows:

Early Years Free Entitlement Sessions	
Morning: 8:30am – 11:30am	Funded session - No payment required
Afternoon: 12:30pm – 3:30pm	Funded session - No payment required
<ul style="list-style-type: none"><li>• A lunch session can be added to a funded morning or afternoon session.</li><li>• To attend all-day, parents have the option of paying for the lunch session or taking their child home for lunch and returning for the start of the afternoon session.</li><li>• The lunch session is 11:30am – 12:30pm and will be charged at £6.00.</li></ul>	

Non-Funded Sessions	Payment
Morning: 8:30am – 11:30am	£18.00 per 3-hour session
Lunch: 11:30am – 12:30pm	£6.00 per 1-hour session
Afternoon: 12:30pm – 3:30pm	£18.00 per 3-hour session
All-day: 8:30am – 3:30pm	£42.00 all-day session

- Parents can choose a combination of mornings, afternoons and whole days. These can also be a combination of funded and non-funded sessions.
- Once parents have completed the Free Entitlement Parent Declaration Form at their child's taster session prior to their start date, when the child is eligible, the nursery will claim FE funding on behalf of families for up to 38 weeks (term time only, inset days and bank holidays are not included).
- Paid sessions can be accessed before a child is eligible for the 3 and 4 year old FE (as a Rising 3).
- If your child is only eligible for the Universal FE, you can pay for additional sessions.

## Admission arrangements

Children can be admitted from the term of their 3<sup>rd</sup> birthday. Sessions will be funded if:

- Parents can provide an eligibility code for the *Free Entitlement for 2 Year Olds* (for Rising 3s).
- A child is eligible for the *Free Entitlement for 3 and 4 Year Olds* (the term after their third birthday)
- Parents can provide an eligibility code for the *30 hours Free Childcare*.

However, if a child accesses more than the Free Entitlement sessions, fees will be due.

### Funding periods for 3 and 4 year olds are as follows:

1 September to 31 <sup>st</sup> December (autumn)	<b>Example</b>  If a child's birthday is on 22nd October, they will be admitted <i>from</i> January 1st
1 January to 31 March (spring)	
1 April to 31 <sup>st</sup> August (summer)	

Applications for admission will normally be considered at the start of each funding period, in preparation for the following funding period.

A place will be offered if there is space available. Parents will have the opportunity to choose their child's session option. If the session option applied for is not available an alternative session option will be offered.

If a place or requested session option is not available, the parent can ask for their child to be returned to the waiting list for the start of the following funding period.

<b>For Entry in:</b>	<b>Offer of a nursery place / Session request letter will arrive by the end of:</b>	<b>Confirmation of sessions letter will arrive by the end of:</b>
September	May	June
January	October	November
April	February	March

## Acceptance

An offer of a place must be accepted within two weeks of the offer being made. If parents are requesting 30 hours funded childcare, the nursery will be unable to confirm the extended hours until parents have provided the nursery with an eligibility code, which will then be validated with the Family Information Service.

Parents can only apply for the Extended Free Entitlement up to 16 weeks before their child's third birthday. For example: A child turns three on 31<sup>st</sup> August, parents can apply for a 30 hour eligibility code on or after the third week of May.

The child's session option will be confirmed in due course and they will be offered a taster session and a start date. At the taster session parents will be required to complete the forms in our Enrolment Pack, which will include a Parent and Carer Agreement for them to sign. Parents will also be required to provide proof of address.

### **Changes to sessions.**

A parent of an existing nursery child may submit a request to change their session option at any point, and this request will be fulfilled if their preferred option is available. This must be submitted in writing or by email. If the required session option is not available, the request can be added to the waiting list.

### **Increasing from 15 to 30 funded hours**

If a parent requests to increase their child's funded hours from 15 to 30 hours, the nursery are unable to confirm the extended hours until they are provide with a 30 hours eligibility code. This will then be validated with the Family Information Service. Alternatively, the extra 15 hours can be paid for at the nursery's hourly rate.

### **Withdrawing your child from the nursery**

To withdraw a child from the nursery, four weeks' notice is required, in writing or by email. The nursery has the right to retain four weeks' Free Entitlement should a parent be in breach of these terms and this may affect further access to the Free Entitlement at another nursery.

<b>This policy was written by:</b>	Ann Agg – Nursery Leader
<b>and implemented by:</b>	Desmond Anderson Primary Academy Desmond Anderson Nursery
<b>Approval date</b>	4 <sup>th</sup> November 2020
<b>Review date</b>	4 <sup>th</sup> November 2021
<b>Name of signatory</b>	Clare Hoggan
<b>Role of signatory</b>	Chair of Local Board