



## **BROOKBURN COMMUNITY PRIMARY SCHOOL**

### **NURSERY ADMISSIONS POLICY 2018**

Our school's nursery staff are committed to providing a high quality of teaching and learning to our youngest children and importantly, give them a happy start to their school life. We believe that the Foundation Stage should allow children to develop their creative and investigative skills in a way that is enjoyable, stimulating and challenging. Our curriculum is focused on supporting and promoting children's all round development in areas ranging from personal, social and emotional wellbeing to mathematics, language and communication.

#### **1. Introduction**

- The total number of full-time equivalent places available is 52.
- The vast majority of places at Brookburn Nursery will be full time, with a limited number of part time places available should parents request them. In this instance, part time places operate on the following basis;  
**Either**  
Monday, Tuesday and Wednesday morning (9am-12pm)  
**or**  
Wednesday afternoon (1.15pm-3.25pm), Thursday and Friday  
Part time places are allocated by matching the two ends of the week with parent requests. Children with part-time places will not get lunch on Wednesdays.
- Children are admitted in the September after their third birthday and must have their fourth birthday between 1<sup>st</sup> September and 31<sup>st</sup> August of the year they are admitted to our nursery.
- Full-time and part-time places are allocated for the complete academic year.
- Parents are advised that a poor record of attendance may lead to the place of their child being given to someone else.
- Parents are advised that if they accept a full time place the expectation is that the child attends full time. Should our attendance monitoring identify a regular pattern of

absence, school will contact parents and should the pattern of absence continue the nursery place will be withdrawn. Full time places are highly sought after and it is unfair for places to be accepted and taken up if the intention is to attend part time.

- For all children, the first 15 hours per week are free of charge. This is equivalent to a part time place.
- A full term's notice will be required from any parent wishing to withdraw their child from any nursery place.

## **2. Priorities for admission**

We will use the same priorities for admission as those set by the Local Authority for admissions to the main school and they will be applied to ensure that the nursery is full. (Parents/carers should note however that admission to nursery does not guarantee a place in the main school.) These are:

- 1 Children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Children with exceptional medical/social needs.
- 3 Siblings of children who already attend Brookburn and who are living at the same address.
- 4 Distance from the school as measured in a straight line.

### **a. Costs to parents/carers who want a full time place**

For all children, the first 15 hours per week are free of charge. The additional 15 hours per week, should you chose to top up, will be charged at a rate set each year to cover the gap between LA funding and the costs of a full-time place (currently £50 per week).

You may be able to get up to 30 hours free childcare. To find out if you are eligible please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) If you're eligible for the extra hours, you sign up online to get a code which we will require along with your national insurance number. You'll need to check your eligibility every 3 months online.

- If you are no longer eligible for 30 hours free childcare you will be required to pay nursery top up fees from the date your eligibility code expires.
- Fees must be paid to the school half-termly in advance, the dates on which payment is due to be advised by the school.

- No refunds will be made in the case of an individual child's absence, but full refunds will be made where the school is closed for exceptional reasons (e.g. severe weather conditions or strike action).
- Places will be withdrawn and re-allocated to children on the waiting list if fees are not paid by the agreed date.

### **b. Induction**

The school reserves the right to negotiate induction arrangements with parents/carers where this is felt to be appropriate to the particular needs of the child concerned.

### **c. Applications**

- Application forms are available from the school office, to which they should be returned by the end of February. Parents/carers will be informed by the end of March if their application has been successful.
- All parents must submit an application form, even if the child already has a sibling in the school.
- If a parent/carer believes that the treatment of their application has not been in accordance with this policy, they are entitled to use the school's Complaints Procedure.
- *Please note that a successful Nursery application does NOT guarantee a place in the main school. This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is NOT the admissions agent for places in the main school.*

**Signed**



**Schelene Ferris (Head Teacher)**

**March 2018**