



**NURSERY ADMISSIONS POLICY 2018  
LIONWOOD INFANT AND NURSERY SCHOOL**

**Signed: \_\_\_\_\_ on behalf of Trustees**

**Date: \_\_\_\_\_**

## **LIONWOOD INFANT AND NURSERY SCHOOL**

### **Nursery Admissions Policy**

Lionwood Infant and Nursery School includes a nursery setting for 3 and 4 year olds. The nursery runs a morning session (8.45am-11.45am) and afternoon session (12.15pm-3.15pm) Monday to Friday in term time for 3 hours per session.

All 3 and 4 year old children are entitled to 15 hours a week of funding to access an Early Years provision for 38 weeks a year. Funding is available from the September following a child's third birthday.

At Lionwood, we offer the option of either 5 morning sessions Monday to Friday or 5 afternoon sessions Monday to Friday to cover the entitled 15 hours for all families. In order to claim the 15 hour funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school. 30 hour funding is also available to those parents who meet the criteria. Please see <https://www.childcarechoices.gov.uk/> for further information.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions can be bought – please see charges below.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

#### **Payment**

Additional sessions can be bought at a cost of £11.00 per session (8.45am - 11.45am or 12.15pm - 3.15pm) or £4 per hour which is the current hourly rate where hours are not funded as Early Education by the Local Authority.

We do not provide meals or consumables and there is no charge for snacks. If your child is staying all day, parents/carers need to provide their children with a packed lunch and there will a charge of £2 per day to cover the cost of staffing. This is for both funded and non-funded places.

The entitlement is offered free. We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

#### **How to Pay for 15+ Hours**

For children who buy in additional sessions, we require half-termly payment in advance. This allows us to secure the correct staffing ratios. An invoice will be issued before the start of each half-term giving parents time to make the required payment for their child to be able to attend. Payment can currently be made by cash or cheque. We do not currently accept childcare vouchers. You would need to contact the school office directly if you require additional hours at short notice and school will try to accommodate this.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc. If payment is not made before the due date, a reminder will be sent. The child will be unable to attend additional sessions if payment is not received following the reminder and the place will be withdrawn.

### **Notice Period**

If you no longer require a place at Lionwood Infant and Nursery School we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

### **Admissions**

We will work with parents and carers to ensure that as far as possible the hours/sessions can be taken as free provision.

Early Education is offered within the national parameters-

- 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

Admission of nursery places are allocated as follows:-

1. Children with an EHCP naming the Nursery
2. Children who are in public care or have been adopted from public care
3. Children who are living in the catchment area served by Lionwood Infant and Nursery School and who have a brother or sister attending Lionwood Infant and Nursery School
4. Children who are living in the catchment area served by Lionwood Infant and Nursery School and who have a brother or sister attending Lionwood Junior School
5. Children who are living in the catchment area
6. Children who are living outside the catchment area served by Lionwood Infant and Nursery School and who have a brother or sister attending Lionwood Infant and Nursery School
7. Children who are living outside the catchment area served by Lionwood Infant and Nursery School and who have a brother or sister attending Lionwood Junior School.
8. Children who are living outside the catchment area

In order to request a place at Lionwood Infant and Nursery School, the nursery application form needs to be completed, which is available from the school office. The child will then be added to the waiting list and places allocated as per the admissions policy.

We offer 15 hours free funded places over 5 sessions for all 3 and 4 year olds in the September following their third birthday. We offer either 5 x morning sessions or 5 x afternoon sessions – Monday to Friday. We expect children to attend all 5 sessions. Additional sessions for all children can also be bought if space is available.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed to the maximum available (15 hours):-

Monday	8.45am – 11.45am or 12.15pm – 3.15pm
Tuesday	8.45am – 11.45am or 12.15pm – 3.15pm
Wednesday	8.45am – 11.45am or 12.15pm – 3.15pm
Thursday	8.45am – 11.45am or 12.15pm – 3.15pm
Friday	8.45am – 11.45am or 12.15pm – 3.15pm

A deposit is not charged to secure a place. Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed nursery admissions forms and the child's original birth certificate for photocopying. These documents must be received before the child can start their sessions.

## **SEND**

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those from Ethnic groups and Looked-After Children.

We follow the requirements of the EYFS 2018 and provide an inclusive environment for children and their families. We comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

Enquiries about an individual child's progress should be addressed at first to the key person. Other enquiries can be addressed to Sam Aldis Nursery Teacher and EYFS lead, the Senior Leadership Team or Faye Herron, SENCO.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special education need is identified, four types of action should be taken to put effective support in place:

- Assess
- Plan
- Do
- Review

This will be known as **graduated support**.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Further information and Lionwood Infant and Nursery School's SEND policy can be accessed on our school website: [www.lionwoodinfant.co.uk](http://www.lionwoodinfant.co.uk)

### **Early Years Pupil Premium**

We aim to identify all children who are entitled to additional funding such as EYPP (Early Years Pupil Premium), DAF (Disability Access Fund), SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We aim to inform/consult with parents/carers about how this money is used to support their child.

### **Setting Closures**

Lionwood Infant and Nursery School runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises, industrial actions, etc. We will give as much notice of these situations as possible.

### **Complaints Procedure**

We aim for all nursery users to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and Early Education and Childcare Statutory guidance for Local Authorities), a complaint can be submitted in line with the Complaints Procedure which can be accessed on the Trust website: [www.inclusiveschoolstrust.co.uk](http://www.inclusiveschoolstrust.co.uk).

If you would like a paper copy of the Complaints Procedure/Policy, please contact the school office on 01603 433957.

**Date policy written:** November 2018

**Review Date:** June 2019

## **Waiting List Policy and Procedure**

Lionwood Infant and Nursery School has waiting lists for September admissions for this and future academic years. The lists are managed by the school office.

We offer 15 hours free funded places over 5 sessions (either 5 mornings or 5 afternoons) starting in the term that follows their third birthday i.e. September, January and April. 30 hour funding is available to those parents who meet the criteria. For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions can be paid for.

The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the Equality Information and Objectives Policy available on the Trust website. All individual applications are considered and any reasonable steps will be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff.

### **Waiting List and Admissions Procedure**

When a prospective parent/carer contacts the school, staff will:

- Give out or complete the Lionwood Infant and Nursery School Application Form.
- Inform the parent that the intake of new children takes place after the child has turned 3 in either September, January or April. There is a waiting list for vacancies that arise within the Nursery that runs throughout the school year.
- Inform the parent of the relevant start date for their child.
- Explain that the application details will be added to the relevant list and that the school office will contact the parent/carer when a place becomes available (short term) or with the offer of a place for September sessions just before Easter time.
- Refer the parent to the school website for more information.

### **Short-term Waiting List**

The Nursery staff must keep the office informed about any vacancies that arise during the year so that they can contact the appropriate person from the waiting list. Sessions should be offered to people on the waiting list in strict order. If nobody on the list is eligible then additional hours can be bought by current parents/carers and offered to anyone mid-term that requires and is entitled to the 15 hours free childcare.

# Nursery Application Form



Child's Name .....

Date of Birth ..... Male/Female .....

Address: .....

.....

Postcode: .....

Telephone No: Home: ..... Mobile: .....

Email address: .....

Parent(s)/carer(s) name(s):

..... Relationship to child .....

..... Relationship to child .....

Names of any siblings already at Lionwood Infant and Nursery School and/or Lionwood Junior School:

..... Class: .....

..... Class: .....

Please tick to indicate which sessions you would like. Free entitlement is either 5 morning or 5 afternoon sessions

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45 -11.45					
12.15 -3.15					

I/We understand that a place at the Lionwood Infant and Nursery School nursery setting does not guarantee a place in Lionwood Infant and Nursery School.

Signed ..... Date .....  
Parent/Guardian/Carer

## OFFICE USE:

Date received at school/enquiry made: .....

Term due to start [please highlight]: September / January / April

### Appendix 1: Version Control Log

Date of Change	Paragraphs Affected	Summary of Update
November 2018		New school policy adopted.
January 2019		Policy amendments made in line with the 2018-2019 Funding Agreement requirements.
March 2019		Additional reference to 'meals' made on Page 1 Reference made to National Parameters on Page 2 under the admissions section. Policy amendments made in line with the 2018-2019 Funding Agreement requirements.