

Rudyard Kipling Primary School and Nursery

## **Nursery Admissions Policy V1**



**'Together we will help each other to achieve our best'**

**Nursery Admissions Policy V1**



**Document Controls**

<b>Effective Date</b>	May 2018
<b>New Review</b>	April 20??
<b>Owner</b>	??
<b>Governors Sign off</b>	??



## Nursery Admissions Policy V1

### About our Nursery

At Rudyard Kipling School we deliver the Early Years Foundation Stage (EYFS) curriculum through play based activities.

We provide a balanced and stimulating indoor and outdoor environment, so that each child can achieve their learning goals on an individual basis.

**Our aim is to offer a happy, fun, caring, learning environment for children to enjoy.**

We are presently able to offer a maximum of 66 spaces with a staff ratio of 1:13 in the 3 – 4-year-old room and 1:4 in the 2 year old room. The Nursery is presently staffed by a fully qualified teacher, 2 NVQ Level 3 nursery nurses and a nursery assistant, in accordance with statutory requirements.

Along with the main school, our nursery is inspected under the OFSTED framework.

This code sets out the expectations on and commitment required from school governors, trustees and academy committee members in order for the governing board to properly carry out its work within the school/s and the community.

### Nursery Admissions Policy

#### 3-4-year-old room

All children at Rudyard Kipling School Nursery are entitled to 15 hours of free government funded nursery provision a week, from the term after they become three years old.

In addition, there is the extended entitlement of 30 hours nursery provision for working parents (if funding criteria is met and you are in receipt of a unique reference number.) To check eligibility online go to <https://childcare-support.tax.service.gov.uk/>

Children may attend Nursery for one of the following provision options during school term dates:

- 8.50am to 3.05pm Monday, Tuesday and 8.50am to 11.50am Wednesday
- 12.05pm to 3.05pm Wednesday and 8.50am to 3.05pm Thursday, Friday
- 8.50am to 3.05pm Monday to Friday (if in receipt of extended entitlement).

In addition to the 15 hours of free provision outlined above, if there are spaces available, there is the opportunity for parents/carers to pay for additional sessions.

#### 2 year old room

Some children at Rudyard Kipling Primary School nursery - 2-year-old room - are entitled to 15 hours free government funded nursery provision a week from the term after they become two years old if the family meets the government funding criteria and are in receipt of a unique reference number. To inquire if you are eligible for a 2 year old funded place please contact the Family Information Service on 01273 293545 or email [familyinfo@brighton-hove.gov.uk](mailto:familyinfo@brighton-hove.gov.uk)



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Children may attend Nursery in the 2 year old room for one of the following provision options during school term dates:

- 8.50am to 11.50am Monday to Friday.
- 12.05pm to 03.05pm Monday to Friday.
- 8.50am to 3.05pm Monday, Tuesday and 8.50am to 11.50am Wednesday
- 12.05pm to 3.05pm Wednesday and 8.50am to 3.05pm Thursday, Friday

### Registration at Rudyard Kipling Primary School Nursery

Parents and carers, who wish to consider sending their children to our Nursery, are encouraged to visit the Nursery and see the Nursery in action on appointment.

To formally register, parents and carers must, in the first instance, fill in our yellow (3 year old room) or blue (2 year old room) application form from the school office and provide a copy of their child's birth certificate. If applying for free 2 year old provision or 30 hours entitlement in the 3 year old room, parents/carers will need to provide their funded eligibility form with their unique reference number.

On receipt of the above, Nursery staff will make telephone contact with home to acknowledge receipt of the application and inform parents when further contact will be made. This is usually in the term before children are due to start at Nursery and comes with an invite to a parent/Carer and child open afternoon.

**PLEASE NOTE: The completion of an application form does not guarantee a place in the Nursery.** Registration forms are filed in the number order in which they are received.

### Admissions

Admissions are considered every term, on the criteria below.

Subject to availability, a place will be offered for the start of the school term following a child's 2nd birthday in the 2 year old room and 3rd birthday in the 3 year old room. Places will be allocated in accordance with the following list of priorities:

1. Children in the care of the local authority (looked after children) and previously looked after children. 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 compelling medical or other exceptional reasons for attending the Nursery
3. Children who have a sibling attending the main school. If it should be necessary to decide between children within this group, places will be given to those whose registration was received first.
4. Other children – places will be given to those whose registration was received first.

In the event of the receipt of multiple applications being received on the same date e.g. in the case of twins the place will be allocated in alphabetical order.



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These allocations were made using the equal preference system.

**Please note: A place in the nursery does not guarantee a place in one of our Reception Classes.**

Once all places are allocated, a waiting list will operate until the child reaches statutory school age. A child will not be removed from the waiting list unless a phone call or written confirmation to do so has been received.

### **Arrangements for starting Nursery and Home Visits**

When allocations of places have been confirmed, parents/carers along with their child who will be attending the Nursery are invited to an Open Afternoon at the Nursery. This takes place in the half term before the term in which a child is to start at Nursery.

Children have the opportunity to play in the Nursery whilst parents are provided with a Welcome to Nursery pack and the opportunity to go through the information provided with the Nursery teacher or 2 year old room leader. Parents have the forum to ask any further questions they may have.

Arrangements are made for a home visit to take place before the child starts Nursery. The home visit is for approximately twenty minutes and offers a specific, private one-to-one time for parents to raise any questions or developmental or medical concerns that they may have and to gather further information about the child that will help the child settle and enjoy their time at Nursery (see also 2 year old room Home Visit Policy).

In negotiation with the parents, an agreed start date is confirmed. The number of days and hours to be attended daily at the beginning of the term is discussed and agreed with parents with consideration given to the needs of the child to enable them to happily settle into Nursery.