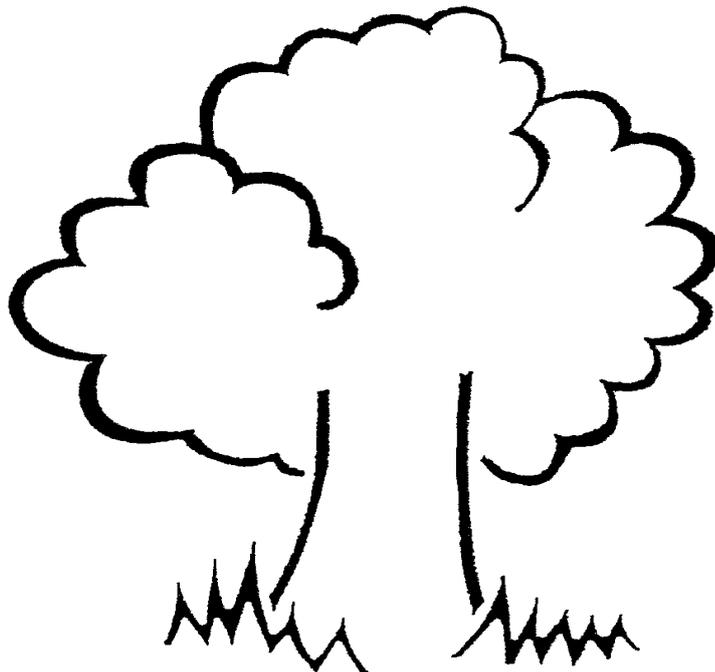


# **Banks Road Nursery Admissions Procedures**

# 2019- 2020

These procedures outline how children are offered places in nursery. The allocation of nursery sessions, admissions procedures and extended hours funding provision (30 hours).

**Banks Road Infant and Nursery School**



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**Nursery Admissions**

Children starting Banks Road Nursery will start in the September after their third birthday. Children are entitled to funding and can be admitted to nursery at the start of the term following their third birthday if places are available, however at Banks Road Nursery we have only one intake per year, and this is at the start of the Autumn term.

In exceptional circumstances, and if there is space available, we may be able to admit children during the academic year, in the term following their third birthday. Younger children could be admitted at the start of the Spring term so that they attend Nursery for 5 terms, if there is space available and in exceptional circumstances. In line with Local Authority recommendations we only admit new children at the start of the Summer term in exceptional circumstances (e.g. looked after children, children new to the area with an offer of a school place for September) as this is disruptive for the children preparing for school in September.

**ADMISSION TO THE NURSERY CLASS DOES NOT CONSTITUTE AN ENTITLEMENT OF A PLACE AT BANKS ROAD SCHOOL NOR DOES IT PRECLUDE THE ADMISSION OF A CHILD TO ANY OTHER INFANT OR PRIMARY SCHOOL IN THE AREA.**

**SCHOOL ADMISSIONS ARE DEALT WITH SEPARATELY BY NOTTINGHAMSHIRE COUNTY COUNCIL AND NURSERY AND SCHOOL ARE NOT INVOLVED IN THIS PROCESS. Please see the school website or Nottinghamshire County Council website for full details of the admissions process.**

**What we offer**

**15 Hours Funding Standard Entitlement**

All parents are entitled to 15 hours funded nursery education, which can be taken as 5 separate 3 hour nursery sessions over the course of a week. Parents must select their preference of nursery sessions in their completed application forms. We cannot accept children who do not take up the full 15 hours of standard nursery sessions at Banks Road.

**Extended hours**

Many working parents are entitled to 30 hours childcare funding for 3 and 4 year olds. Parents will be required to complete an online eligibility checker and provide a reference number to confirm eligibility for 30 hours funded childcare.

At Banks Road Nursery we believe it is our responsibility to offer high quality early years education for all children in the year before they start school. We therefore offer 5 nursery sessions per child in the first instance and once those sessions have been allocated we will then offer additional sessions which can be ‘bought’ with extended hours funding. Extended hours funding can also be used as payment towards breakfast club, lunch club and after school club.

Please be aware that extended hours **funding** only covers the **cost of childcare** and there will still be a charge at both breakfast and after school club to cover the cost of any meals provided. At lunch club parents are required to provide a packed lunch. Up to date costs for these extended services are available through the school office.

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**Purchased sessions**

Where available we offer additional sessions and wraparound care (breakfast club, lunch club, after school club) for purchase. Up to date costs for these extended services are available through the school office.

Where parents are paying for services such as breakfast club, lunch club and after school club we endeavour to allow flexibility for example through carrying forward credit of sessions not attended where there are exceptional circumstances. However we are not able to do this where parents take up extended hours funding to cover the cost of wraparound care.

**Application process**

**Register of Interest**

Parents can register their interest for a nursery place at any time by contacting the school office.

**Nursery Open Morning**

There will be a Nursery open morning on a Saturday in January. Parents and children are invited to come and look around the nursery and register an interest for September. This will ensure that contact details are current and application packs are sent to the correct address.

**Applications**

Application packs will be sent out to everyone on our register of interest. Application packs will be distributed by in-school pupil post or by first class post on the first Monday after the February half term holiday.

The application window will be open for two weeks. Completed application forms must be handed in to a member of the office staff in person to ensure that places are allocated fairly. Office staff will record the date and time the form was collected. Nursery sessions will be allocated on a first come first served basis in line with the allocation priorities listed below. If we cannot offer you your preferred choice, we will be in touch with you shortly after the closing date to discuss the options available.

**Allocation priorities**

Places will be allocated in line with the following criteria:

1. Children who are looked after by the local authority and previously looked after children, will be allocated the five standard nursery sessions requested.
2. Children who are looked after by the local authority and previously looked after children, will be allocated any additional sessions that they require within the 30 hour maximum.
3. Children who live in the catchment area at the closing date, with a sibling attending Banks Road Infant School or the linked junior school at the time of admission will be allocated the five standard nursery sessions.
4. Children who live in the catchment area at the closing date, without a sibling link will be allocated the five standard nursery sessions.
5. Children who live outside the catchment area with a sibling attending Banks Road Infant School or the linked junior school at the time of admission, will be allocated the five standard nursery sessions.

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6. Children who live outside the catchment area at the closing date, without a sibling link will be allocated the five standard nursery sessions.
7. Children who live in the catchment area at the closing date, with a sibling attending Banks Road Infant School or the linked junior school at the time of admission will be allocated additional sessions within the 30 hour maximum.
8. Children who live in the catchment area at the closing date, without a sibling link will be allocated additional sessions within the 30 hour maximum.
9. Children who live outside the catchment area at the closing date, with a sibling attending Banks Road Infant School or the linked junior school at the time of admission will be allocated additional sessions within the 30 hour maximum.
10. Children who live outside the catchment area at the closing date, will be allocated additional sessions within the 30 hour maximum.
11. Any requests from the above applicants for additional “purchased” sessions will be considered.

### **Offers**

Parents will be sent a letter containing their nursery place offer within two weeks following the application closing date. Offers should be accepted, or otherwise, by the date specified (which will be set not later than the end of the Spring term); failure to do so in time may mean that the sessions originally offered to you will be offered to another child on the waiting list.

### **Getting ready for Nursery**

Once a place has been allocated and accepted, parents will be invited to the following events:

#### **Nursery Information Evening**

We hold an information evening for parents in the Spring term. This is a very important event, at which lots of information will be given to parents about the daily nursery routines, and is the opportunity to complete all the necessary paperwork and book for your home visit from the Nursery Teacher. Start dates will be also be provided at this meeting.

#### **‘Ready for Nursery’ sessions**

Children who have been allocated a place will be invited to come and meet the nursery staff and play in nursery in our four ‘Ready for Nursery’ sessions. These sessions take place in the Summer term and are run in conjunction with our local providers. An adult must stay with the children during these sessions. Children are invited to attend all of these sessions, or as many as they are able.

#### **Home Visits**

As recommended within the EYFS, during the first week of the Autumn term the Nursery staff make home visits. Parents are entitled to decline a home visit but we have found that it is extremely beneficial for children to feel settled and secure with the nursery staff. It allows us time to explain nursery routines and to answer any questions or concerns you have about your child. It also has a significant impact on their ability to settle into nursery.

#### **Staggered entry into Nursery**

Children are then admitted into Nursery over the course of up to a fortnight. We will try wherever possible to accommodate parents working hours as we recognise that during this transition time childcare can be difficult for families. Please speak to the Nursery staff during the home visit if this is a concern for your family.

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**THESE PROCEDURES WILL BE REVIEWED ANNUALLY.**

DATE OF REVIEW BY GOVERNING BOARD December 2020

These procedures were reviewed and ratified by the Pupil and Personnel committee in  
November 2016  
November 2017  
November 2018  
December 2019

Signed: Chair of Governors \_\_\_\_\_

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