



# Crowlands Primary School

Nursery Admission Policy

2017/ 2018

Agreed: L&M  
Reviewed: Summer 2017  
Next Review: Summer 2018



Sustainable Travel

## **Crowlands Primary School Nursery Admissions Policy 2017/2018**

Children can be admitted to the Nursery Class at the start of the academic year (September) following their third birthday, if places are available. Attendance will either be on a part time basis (15 hours) or a full time basis (30 hours). All children who are three and four are entitled to 15 hours funded childcare.

From September 2017, some working parents will be entitled to 30 hours funded childcare i.e. both parents need to be working a minimum of 16 hours per week. To check your eligibility, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

If parents do not qualify for 30 hours it may be possible to apply for an additional 15 hours at a charge if spaces are available. Further details contact Mrs Homes, Admissions Officer.

This is a school nursery class and therefore operates during term times only. Should your child be entitled to 30 hours and stay for lunchtime, there will be a charge for lunchtime supervision. Fees will be payable monthly in advance at a rate agreed by the governing body.

Admission to the Nursery Class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

The school will maintain an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a promise of a place. An application form for a nursery place should be completed by parents and submitted to the school. Notifications of a place are sent to parents and this will need to be accepted in writing. The school may need to take account of the balance between mornings, afternoons and all day places, however, so it may not be possible to fulfil all parents' requests.



Our Nursery session times will be:

**Morning:** 8.30am - 11.30am, **Lunchtime:** 11.30am - 12.30pm, **Afternoon:** 12.30pm - 3.30pm

### **Attendance to the Nursery Class**

- Admission form to be completed.
- Birth dates will be checked and a copy of the child's birth certificate will be taken.
- A copy of a utility bill for verification of the child's address will also be taken.
- Parents/Guardians will be asked to bring their child for a visit to the Nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children - not all new children will start on the same day. A small number of children will be admitted on the same session.
- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance (less than 85%) without good cause, may lead to their child's place being given to someone else.
- Parents/Guardians are advised of the necessity for their child to be brought and collected by a responsible adult.
- Parents/Guardians will be asked to provide at least two emergency contact numbers.
- Children who stay for the whole day will need to bring a packed lunch with them, to be eaten at lunchtime.
- Parents whose children stay all day will be required to pay a supervision charge currently set at £5.00 per day and agreed by the Governing Body. If availability, parents can pay to top up their child's place to 30 hours per week. This fee has been set at £75.00 per week plus £5.00 per day lunchtime supervision.
- A refundable deposit of £150.00 is payable upon application to secure a 30 hour per week Nursery place, refundable upon admission.
- Payment of fees will be one month in advance by cheque /cash or bank transfer. Bank details can be obtained from the Finance or School Business Manger.
- Grace period: Validity of funding lasts 3 months. Parents to renew funding within that period.

