



**WEST BOROUGH**  
PRIMARY SCHOOL

**NURSERY ADMISSIONS POLICY**

Date agreed

March 2023

Review date

March 2025

# West Borough Nursery Admissions Policy

## **When can my child start?**

Children are able to come to the Nursery from the age of three. Children are entitled to 15 or 30 hours of free nursery care each week from the term after they turn three (depending on eligibility). If you would like your child to attend before the funding is available, you are able to pay for sessions as soon as they turn 3, subject to availability.

We offer sessions in a flexible way between the hours of 8.35 am and 3.20pm. The free funding does not include our Lunch Club, which is chargeable at £3.00 (food not included), should you wish your child to stay for a full day. If you would like your child to have a school dinner, there is an additional charge of £2.70 per day. You are also able to 'top up' your child's sessions at the start of a new term, subject to availability and charges. The costs are as follows:

- Three hour session - £15.00(8.35am-11.35am or 12.20pm-3.20pm)
- Lunch Club - £3.00 (11.35am-12.20pm) *This option is only available if your child stays for a full day.*

If you just wish to claim your free 15 hours, then you have the option of your child attending for mornings or afternoons or a mixture of both. There are no costs attached to this option.

If you just wish to claim your free 30 hours, then you have the option to take your child home for lunch. There are no costs attached to this option.

## **How many places are available?**

There will be a maximum of 30 children in each session.

## **How are places allocated?**

Your child will be added to our waiting list once an 'Expression of Interest' form has been completed. Families are invited to put their child on the waiting list at anytime before their 3<sup>rd</sup> birthday, however this does not guarantee their child a place.

As an oversubscribed Nursery, we are not always able to offer 3 intakes a year. When the nursery is oversubscribed, priority is *not* given to date of application, but will be given to applicants in the following order:-

1. Siblings currently attending the Nursery or school
2. A small number of places will be offered to children with special educational, social, emotional or medical needs
3. Children of current staff members
4. Date of birth – oldest to youngest
5. Nearness of the child's home to the school – with those children living nearer being given priority

Sessions are allocated in accordance with the above criteria by the following dates:-

September intake	-	31 <sup>st</sup> March
January intake	-	30 <sup>th</sup> September
April intake	-	31 <sup>st</sup> December

You will then be offered an appointment to visit the Nursery, meet with the Headteacher and discuss which sessions are available and are suitable for your child.

## **Attendance**

We believe that attending Nursery regularly is very important and helps children to feel secure and learn routines and expectations. If your child does not attend their allotted sessions regularly, it might be necessary for us to review the sessions that you have been offered so that another child can access our Nursery.

For Office Use:

Date Form Received :

Start Date (Term after 3<sup>rd</sup> birthday) :

## West Borough Nursery EXPRESSION OF INTEREST



Children are able to come to the Nursery from the age of three. Children are entitled to 15 or 30 hours of free nursery care each week from the term after they turn three (subject to eligibility criteria). If you would like your child to attend before the funding is available, you are able to pay for sessions (or claim for 'Free for 2 Funding, if eligible) as soon as they turn 3. We offer sessions in a flexible way between the hours of 8.35 am and 3.20pm. The free funding does not include our Lunch Club (chargeable at £3.00) should you wish your child to stay for a full day. You are also able to 'top up' your child's sessions,

subject to availability and charges. Please indicate overleaf which sessions you would like your child to attend. We cannot guarantee that we will be able to offer the exact sessions you ask for, but we will do our very best to accommodate you.

Please complete and return the form to Mrs Bovis in the school office, where your child's name will be added to the waiting list.

<b>Child's Forename:</b>		<b>Child's Surname:</b>	
<b>Date of Birth:</b>		<b>Gender (M/F):</b>	
<b>Parent/Carer Details:</b> <b>Mr/Mrs/Miss/Ms</b>	<b>Forename:</b>	<b>Surname:</b>	
<b>Address:</b>			
<b>Postcode:</b>			
<b>Email Address:</b>			
<b>Home Telephone Number:</b>		<b>Mobile Telephone Number:</b>	
<b>Playgroup/Nursery Previously or Currently Attended:</b>			
<b>Brothers/Sisters and Schools Attended:</b>			
<b>Medical Needs:</b>			
<b>How did you hear about our Nursery?:</b>		<b>I am interested in/qualify for 15 hours of Free Funding from the term following my child's 3<sup>rd</sup> Birthday</b> YES/NO	
<b>I am interested in/qualify for Free for 2 funding and would like my child to start from age 3</b> YES/NO		<b>I am interested in/qualify for 30 hours of Free Funding from the term following my child's 3<sup>rd</sup> Birthday</b> YES/NO	
<b>Please indicate below if there is involvement with any of the following outside agencies</b> Speech & Language Therapists <b>YES/NO</b> Paediatrician <b>YES/NO</b> Specialist Teaching and Learning Services <b>YES/NO</b> Social Services <b>YES/NO</b> Health Visitor Involvement (eg anything raised at the 2 year check) <b>YES/NO</b> Early Help <b>YES/NO</b> Portage <b>YES/NO</b> Other <b>Please give details</b>			

Please indicate your child's preferred attendance pattern

DAYS	MORNING SESSION 8.35-11.35am	LUNCH	AFTERNOON SESSION 12.20-3.20pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>TOTAL</b>			

*15 hours free sessions a week - equates to 5 morning or afternoon sessions.  
Any additional sessions (including lunch) will be charged termly at the rates below.*

**Charges for additional sessions:**

Morning Session	8:35am	-	11:35am	£15.00
Lunch Session	11:35am	-	12:20pm	£3.00
Afternoon Session	12:20pm	-	3:20pm	£15.00

*30 hours free sessions a week - equates to 10 sessions. Lunch sessions are chargeable as these are not covered by the funding.*

**Please note:** Lunch sessions do not include lunch – School dinners are available at £2.70 per day, or you may send in a packed lunch. Lunch sessions are only an option if you want your child to stay at nursery ALL DAY and is in addition to the 5/10 funded sessions.

As stated in our Nursery Admissions Policy, when the nursery is oversubscribed, priority is not given to date of application, but will be given to applications in the following order:

- Siblings currently attending the Nursery or school  
*\*Please give details if this applies to your child*  
*Name* ..... *Class* .....
- A small number of places will be offered to children with special educational, social, emotional or medical needs  
*\*Please give details if this applies to your child*  
.....
- Children of current staff members
- Date of birth – oldest to youngest
- Nearness of the child's home to the school – with those children living nearer being given priority

Signed: ..... Date: .....