



Nursery Admissions Policy

School Policy:	Nursery Admissions Policy	
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Nursery Admissions

Introduction

The Park Schools Federation are responsible for the admissions process for our Nursery provision only. The admissions process for 'school', commencing in Reception, is completely managed and maintained by the Local Authority, Derbyshire County Council.

Further guidance on the admissions process from Reception, including waiting lists and appeals, can be found on Derbyshire County Council's website:

[Apply for a school place - Derbyshire County Council](#)

Admission Process

Nursery admissions are controlled internally. The Park Schools Federation do not have a defined catchment area, and all parents/carers are eligible to register their child's name on our waiting list.

Children can be registered any time from birth, and this can be done via the school office where they will give you the necessary forms to complete.

We offer nursery places to 3 and 4 year old children taking up the free Government 15 funded hours per week, as well as those eligible for the extended 30 funded hours per week (based upon defined criteria). We can also offer extended sessions on a self-funded basis with the following options available to parents/carers:

Option A	Option B	Option C	Option D
5 hours per day for 5 days a week	5 full school days per week	4 extended days per week	5 extended days per week
8:40am to 2:40pm	8:40am to 3:20pm	7:50am to 3:20pm for 4 days per week	7:50am to 3:20pm for 5 days per week
Total of 30 hours per week	Total of 33 hours and 20 minutes per week	Total of 30 hours per week	Total of 37.5 hours per week
No cost to eligible families	Additional 3 hours and 20 minutes to be paid for each week	No cost to eligible families	Additional 7 hours and 30 minutes to be paid for each week.

Additional hours are calculated at £6.60 per hour.

Nursery children must bring a packed lunch with them as this is not included within the fees.

As per our home school agreement, we request that all payments are made in advance of the additional hours being undertaken. It is at the sole discretion of the Executive Headteacher and/or Business Manager should alternative arrangements be requested.

Number of Places

We have the following places (at capacity) available daily: -

70 places each morning

70 places each afternoon

Due to the large and busy nature of our Nursery, we have to enforce that all 15 hours sessions are either all morning or all afternoon. This equates to 5 three-hour morning sessions, or 5 three-hour afternoon sessions each week, with the further option of taking up one of the 30 hours options stated as and when these are available.

School Intake & Offer of Places

We have two main intakes each year, being September and January. However, if we still have spaces available after the January intake, we will make these available in April.

The offer of places for September will take place in the preceding Summer term. The offer of places for January and April (should there be spaces available) will take place in the preceding Autumn term. Sessions are agreed in advance and cannot be swapped due to absence of closure days. Parents may request to permanently change sessions, this will be actioned as soon as possible depending on spaces available.

Criteria for Allocation for 15 hours of Funded Education

Children will be given priority according to the following criteria:-

1. Date of Birth: Children will be eligible for a nursery place the following term after their third birthday. Parents/Carers will be contacted in date of birth order to be offered a nursery place for their child.
2. Children with educational, medical or social needs including looked after children: Applications on these grounds will have to be supported in writing by the relevant professional involved, such as Social Worker or GP etc.
3. How long the child's name has been on the waiting list.

All of the above criteria will be applied alongside the discretion of the Executive Headteacher, Business Manager and Nursery Team Leader, to ensure that all places are filled at each intake.

Criteria for Allocation for Extended Entitlement of Funded Education.

Children will be given priority according to the following criteria: -

1. Children identified or referred to in relation to being in need or at risk
2. How long has the child's name been on the waiting list

3. If a particular session is full then a waiting list will be created and length of time on waiting list will be considered.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at The Park Schools Federation provided that those needs can be successfully met and if supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Executive Headteacher in consultation with Governors and may need to take priority.

Allocation of Sessions

Parents/Carers will be given the opportunity to advise us on their preferred sessions for their child. Sessions will be allocated dependent on the same criteria used for the allocation of places. We do our best to meet the session preferences of all our families, however we do take into account the balance of numbers across the day (i.e. those having part-time / full-time places and numbers of children at dinnertime) and this could impact on availability.

Parents will then be sent an offer letter advising them of their sessions as soon as all sessions have been allocated.

Free 15 Hours Funding

All children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks per year, from the term after their third birthday.

30 Hours Extended Free Childcare Funding

From September 2017, the government extended the free childcare offer for eligible three and four year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year. To qualify for the additional hours of free childcare, each parent (or the sole parent in a single parent family) needs to earn, on average, a weekly minimum equivalent to 16 hours per week at national minimum wage, and less than £100,000 per year. This extended childcare offer is flexible and families can use it to suit their needs. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold.

Parents can check if they qualify and apply for the extended entitlement at:

www.childcarechoices.gov.uk

Parents will be given an eligibility code which must be submitted to the school for verification by the end of term before the child wishes to access their extended entitlement, without this code you will not be able to access the extended 30 hours. Parents are responsible for renewing the code before it expires. Children who cease to qualify for the extended entitlement will be able to continue to access it until the end of a specific 'grace period'. Following the end of their 'grace period' the child will revert to the universal offer (15 hours, term time only) the following term, unless the parent/carer chooses to pay for the additional hours.

If a parent does not renew their code within four weeks of expiring, or two weeks before the published end of the 'grace period' term (whichever comes first) the school will assume that the child will be stopping their extended entitlement place at the end of the 'grace period'. The child may lose their extended place if the school has children on the waiting list for extended entitlement places.

Nursery Sessions

Our nursery session times are: -

Morning session: 8:40am – 11:40am

Afternoon session: 12:20pm – 3:20pm

Extended provision session options:

- Option A: 8:40am – 2:40pm (5 days per week)
- Option B: 8:40am – 3:20pm (5 days per week)
- Option C: 7:50am – 3:20pm (4 days per week)
- Option D: 7:50am – 3:20pm (5 days per week)