



Homer First School and Nursery

Nursery Admissions Policy

Introduction

This policy statement outlines the purpose, nature and management of admissions in our Nursery. This policy reflects the views of the Governing body and is line with the LA's requirements.

Admissions

Children are admitted to our nursery from the age of three. The maximum number of spaces available per session is 21. Nursery admissions are handled by school administration staff.

Application for places

Any parent is eligible to apply for a place for their child. A child may be registered for a place in the Nursery once they are 3 months old. Parents are encouraged to register for a place as early as possible, as date of registration will be a factor in offering places should the Nursery be oversubscribed. Parents/carers will normally receive at least one term's notice of their application being successful.

Admissions Process

1. An Expression of Interest form to be completed and returned to the school office; a birth certificate must accompany the form.
2. All applications are kept by the school office.
3. The inclusion of a child's name on the list does not constitute a guarantee of a place.
4. Parents/carers will be informed of an offer of a place the term before their child is due to start.
5. Parents/carers reply to the offer to confirm whether or not they are accepting the place offered.

Admissions Criteria

Where applications for admission to the nursery exceed places available, the following criteria will be applied in the order of priority set out below:-

1. Looked after children (a child who is in care of the LA)
2. Children who have a sibling in Homer First School
3. Date order of received Expression of Interest forms

Funding

Currently, all 3 and 4 year old children are entitled to 15 hours free childcare and this can be claimed the term after your child's third birthday.

Child's birthday

1 January to 31 March

1 April to 31 August

1 September to 31 December

When you can claim

the beginning of term on or after 1 April

the beginning of term on or after 1 September

the beginning of term on or after 1 January

3-4 year old funding, 15 hours per week

This funding is claimed for by Homer First School & Nursery. Children are eligible to join the Nursery the term after their 3rd birthday.

3-4 year old funding, 30 hours per week for working families

To be eligible for a 30-hour place in Nursery, a valid code must be provided the term before the child takes up their place, and this code will need renewing every 3 months. This funding can be accessed the term after the child turns three years of age. See <https://www.gov.uk/apply-free-childcare-if-youre-working>. If a code is not provided the child's place will revert to a 15-hour funded place. Parents will be charged for the remaining 15 hours at the applicable rate.

Attendance

All Nursery places are term time only and parents can choose from the following options:-

- Five morning sessions per week – (8.40am – 11.40am)
- Five afternoon sessions per week (12.10pm to 15.10pm)
- Five full days (8.40am – 15.10pm). Lunch club supervision is available to children who attend full days and there is no extra charge for this. A packed lunch must be provided by parents/carers.

If our 30-hour places are full for eligible working families but a 15-hour place is available, a 15-hour place will be offered and funding in excess of 15 hours can be split with another provider.

An offer of a Home Visit will be made, whereby the child and parent(s) can meet the staff before starting Nursery.

Regular attendance is expected and the Governing Body reserves the right to withdraw a place from a child who is frequently absent without good reason.

If your child has an education, health and care plan (EHCP) in place, please contact the SEND Team on cypds@achievingforchildren.org.uk and this specialist team will assist you. If your child is undergoing statutory assessment, please contact the SEND Team on 07784 361 267 or 07783 806 246 before making an application.