



Admissions Policy

There are 94 fte places in the Nursery School for children aged 3-5 years, which are allocated during the Summer Term of the year prior to entry and then throughout the year should be places still be available.

Parents/Carers seeking a Nursery School place can apply when their child is any age, but please be aware length of time of the application list does not give a child priority. Age of admission will depend on the number of places available.

Two members of the Leadership Team will allocate places referring to the following criteria (listed in order of priority):

- children who are Looked After and/or those with an Education and Healthcare Plan;
- children with specific educational, medical and/or social needs;
- children who are currently or have recently been in receipt of a Child in Need or Child Protection plan
- children attending the Orchard Room provision;
- children who live in specific postcode areas (based on a list compiled from the Index of Multiple Deprivation);
- children with siblings currently attending the Nursery School or the Orchard Room provision;
- children with siblings who have formerly attended the Nursery School;
- children who have their birthday between 1st April-31st August;
- children who have their birthday between 1st September-31st December;
- children who have their birthday between 1st January-31st March.

All 3 and 4 year old children can access Universal Free Entitlement funding of 15 hours nursery education per week during term time, starting the term after their third birthday.

Some 3 and 4 year old children can access Extended Free Entitlement funding equivalent to 30 hours nursery education per week during term time, starting the term after their third birthday, if they meet Government criteria. It is the responsibility of the child's parents/carers to find out whether they are eligible for the extended entitlement. For more information and to check your eligibility please go to:

www.childcarechoices.gov.uk

If parents/carers working circumstances change, they should inform Nursery School immediately as this may affect their child's free entitlement. After completing an application form, the Local Authority will check families' eligibility for the additional hours on a termly basis.

If parents/carers become unemployed after the funding application is approved they will have a short period to find alternative employment before funding for these additional hours stops. If employment is not found, your child will move to a universal entitlement 15 hour place.

Patterns of attendance:

Universal Free Entitlement nursery education of 15 hours per week term time only can be accessed as:

- 9.00am – 12.00pm Monday to Friday
- 1.00pm - 4.00pm Monday to Friday
- 9.00am-12.00pm 1.00pm - 4.00pm Monday, Tuesday and 9.00am – 12.00pm Wednesday.
Parents / Carers can collect their child for the lunch hour between 12.00pm – 1.00pm or pay for the food and care element of the lunch hour between 12.00 – 1.00pm
- 1.00pm - 4.00pm Wednesday and 9.00am-12.00pm 1.00pm - 4.00pm Thursday, Friday.
Parents / Carers can collect their child for the lunch hour between 12.00pm – 1.00pm or pay for the food and care element of the lunch hour between 12.00 – 1.00pm

Extended Free Entitlement nursery education of 30 hours per week term time only can be accessed as:

- 9.00am – 12.00pm and 1.00pm - 4.00pm Monday to Friday.
Parents / Carers will collect their child for the lunch hour between 12.00pm – 1.00pm.
- 9.00am – 12.00pm and 1.00pm - 4.00pm Monday to Friday.
Parents / Carers will pay for the food and care element of the lunch hour between 12.00 – 1.00pm

Admissions for the Special Support Centre

The Special Support Centre allocates places to support children who have complex Special Educational Needs. For the criteria and admissions procedures for the Special Support Centre please refer to the Special Support Centre Policy.

Admissions for the Day Care Provision

The Day Care provision at Bognor Regis Nursery School is a self-financing initiative which aims to provide accessible, affordable childcare to the local community.

The following places are available:

- Twenty eight full time equivalent places for children aged 0 – 3 years;
- Sixteen full time equivalent places for children aged 3 – 5 years.

Day Care in the Orchard Room

Children are generally asked to attend a minimum of 3 sessions per week, to aid settling, attachment and to gain the most from their time at Nursery. However, due to parental financial restraints and availability of places this requirement may be reduced to a minimum of 2 core sessions at the discretion of the Lead Practitioner.

Session times for the fee-paying under-threes are:

- 8.00 a.m. - 1.00 p.m.
- 1.00 p.m. - 4.30 p.m.
- 1.00 p.m. - 6.00 p.m.

Session times for children accessing the 2 Year Funded spaces during term time are:

- Monday to Friday 8.45am – 11.45am
- OR
- Monday to Friday 12.45pm – 3.45pm

The Leadership Team allocates places referring to the following criteria in order of priority:

- children who are Looked After and Children with an Education and Healthcare Plan;
- children with specific educational, medical and / or social needs;
- children who live in specific postcode areas (based on a list compiled from the Index of Multiple Deprivation);
- children with siblings currently attending the Nursery School or the Orchard Room provision;
- children with siblings who have formerly attended the Nursery School or Orchard Room;
- The distance from the family home 'as the crow flies' to the Nursery School.

Whilst every attempt will be made to ensure consistency and continuity for all children we cannot guarantee that children attending the 0-3 provision in the Orchard Room will receive a place in the Nursery School.

Daycare for Nursery School children

Subject to availability, parents and carers are able to increase their child's Nursery education by the addition of extended services which are available all year round, there is a charge for additional sessions. The extended services of the Nursery School are closed each year for 10 closure days, 5 inset days and all statutory public holidays; you will not be charged for these days.

Extra sessions offered:

Breakfast	08.00 a.m. - 09.00 a.m.
Morning Session	09.00 a.m. - 12.00 noon
Lunch Session	12.00 noon - 1.00 p.m.
Afternoon session	1.00 p.m. - 4.00 p.m.
After School Session	4.00 p.m. - 6.00 p.m.

Requests for extra sessions must be made in writing to the Admin Team, either on the initial application form or on an Extra Session Request Form (available from the office). Every effort will be made to accommodate the needs of the parent and their child, spaces permitting, priority being given to children already on roll in the Nursery School and children of working parents. Children will only be able to access extra sessions once the contract has been signed and handed in with a deposit of two week's fees. The Nursery School reserves the right to withdraw extra sessions from a child if payments are not being met (please read the Fees and Charging Policy for further information on this).

A waiting list is in operation for all sessions should they be full.

Casual and Emergency Admissions

We recognise that occasionally a parent may need additional, unplanned and 'one off' childcare sessions. In these situations, we are sometimes able to offer short term childcare for children already on roll in the setting, subject to availability. Extra sessions taken will be charged at the normal rate and an additional £3 administration fee will also be levied. Requests should be made verbally to the Admin Team in the first instance, and be followed up with the submission of an Extended Services Form. The office will confirm that an extra session has been booked by issuing an invoice to confirm payment is due. The parent will then be liable for meeting this cost even if they subsequently decide not to take up the session.

Right to Appeal

Parents and carers have the right to appeal against any admissions practice which they perceive to be contrary to the content of this policy. Complaints should be made in writing to the Headteacher (see Complaints Policy)

Updated: April 2019

Review date: April 2023