



'What we learn with pleasure we never forget'

NURSERY ADMISSIONS POLICY

Date Written: March 2018

Date of Review: March 2019

Headteacher.....

Date.....

Chair of Governors.....

Date.....

CARLTON COLVILLE PRIMARY SCHOOL NURSERY ADMISSIONS 2018 - 2019

Carlton Colville Primary School is responsible for managing all admissions to the school Nursery.

Carlton Colville Primary offers 15 hours of free entitlement to Early Years childcare for 3 and 4 year olds. Pupils are entitled to 15 hours of free childcare the term after their third birthday. This provision can be accessed for 38 weeks of the year, during school term times.

Carlton Colville Primary also offers 30 hours free Early Years childcare for 3 and 4 year olds for those families that qualify. These sessions can also be accessed by families who do not qualify at a cost of £12.00 per session. Sessions are offered in three hour blocks and cannot be split into singular hours.

Carlton Colville Primary also offers a paid lunch club. The lunch sessions are charged at £2.50 per session. Lunch club cannot be part of the 15/30 hours of free entitlement, as this is not an educational provision. Children attending lunch club must be provided with a packed lunch from home. This provision is only available to children who attend all day.

The Nursery session times are as follows:

Morning Session - 8.45 am - 11.45 am

Lunch Session - 11.45 am - 12.15 pm

Afternoon Session 12.15 pm - 3.15 pm

The school Nursery has a maximum capacity of 26 children per session. These spaces are offered as either a half day or all day placement. Parents wanting to send their child to Carlton Colville Nursery will need to complete an application form; specifying the hours required, this is available from the school office or from the school's website.

The form must be completed and returned to the school along with the child's birth certificate.

Children will be admitted into our Nursery in the Autumn Term - September, following their 3rd birthday - (applications need to be received by 31st January).

Applications for Nursery received after the specified date will be considered a "late application" and will be processed after spaces have been allocated to all on-time applications. Late applications will be processed using the same criteria as on-time applications. Parents will be advised if and when a space becomes available.

Admission Criteria

We will consider Nursery applications for children whose date of birth falls between 1st September 2014 and 31st August 2015 following the criteria below:

1. Priority will be given to:
 - a) Looked after children and previously looked after children - children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after.
 - b) Children with an Education, Health and Care plan which names the school Nursery.
 - c) Children who are the subject of a recognised Child Protection Plan which names the school Nursery.
2. Children in catchment with a sibling - Funded or non-funded - In date of birth order.
3. Children in catchment without a sibling - Funded or non-funded - In date of birth order.
4. Children out of catchment with a sibling - Funded or non-funded - In date of birth order.
5. Children out of catchment without a sibling - Funded or non-funded - In date of birth order.

Places will be offered with priority given to the most number of hours required, within each criteria above. Children requiring less than 15 hours will be considered if space allows.

The school will write to parents to advise whether or not their application has been successful. The letter will outline the schools' offer and parents will need to confirm their acceptance of the offer by returning the duplicate letter attached agreeing to the hours and costs of sessions, within 7 days of receipt. Changes to sessions offered can only be made if space allows at the end of each term. **No changes will be made in term time.**

If we have not received your acceptance by the deadline we will assume you do not require the place and offer the place to the next child on our waiting/reserve list.

Where it is not possible to offer a child a place they can remain on the waiting/reserve list and places will be allocated from the list as they become available. The waiting/reserve list will be ordered according to the admissions criteria but may change if late applications are added.

Siblings: children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

A place in the Nursery does not guarantee a place in the Reception year of the school.

At the appropriate time parents of children in our Nursery will be notified and will need to complete a Suffolk County Council application online at www.suffolk.gov.uk/admissions.

School places will be allocated according to the Local Authority's published admission arrangements. The oversubscription criteria do not give any priority to children attending the Nursery.