



## Cookham Nursery School

### Admissions Policy Statement<sup>1</sup>

#### Introduction

This policy statement outlines the purpose, nature and management of admissions in our Nursery School. This update reflects the view of the Governing Body and is in line with the LA's requirements. This policy was agreed by the Governing Body and will be reviewed at least annually.

#### Admissions

The Finance and Resources Committee manages admissions to the Nursery School. The Administration staff who handle the admissions procedure on a day-to-day basis provide a report for this committee.

This committee will apply the Governing Body's Admissions Policy and, subject to the right of appeal to the Governing Body, their decision in all matters relating to Nursery admissions is final.

This committee will normally meet each term to make decisions regarding the entry to Nursery.

#### Application for places

Any parent whose home address is in the Royal Borough of Windsor and Maidenhead is eligible to apply for a place for their child. Parents whose home address is outside the Borough may apply for a place, but are reminded of the Nursery's admission criteria.

A child may be registered for a place in the Nursery School at **any time during the academic year in which they are one year old** (the academic year being between 1<sup>st</sup> September and 31<sup>st</sup> August). Parents are encouraged to register for a place early during this period, as date of registration will be a factor in offering places should the Nursery be oversubscribed.

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#### <sup>1</sup> COVID-19

All policies need to be considered in accordance with the individual Nursery School's risk assessment "Planning and Risk Assessment for opening Nursery", the Covid-19 section in the Federation Safeguarding Policy, and recent Government Guidance relating to opening schools and Early Years settings:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>



We offer a limited number of spaces for two-year-old children. Places for a two year old session are offered depending on the child's date of birth and availability within the main Nursery classroom. Children are entitled to remain at Cookham Nursery School when they become eligible for 3-year-old funding.

A child with recognised medical, physical, social, emotional or special educational needs that can be met by the Nursery curriculum may be eligible for priority admission. Parents who consider their child may have a reason for priority admission will be required to inform the school when they register, and written confirmation from a professional involved in the care of the child will be required to support their application.

*Please note that submitting an application for a child to attend Cookham Nursery School is no guarantee of a place.*

### **Admissions Criteria**

The Finance and Resources Committee will ensure that, wherever possible, children are offered a minimum of three terms in the Nursery, attending 15 hours per week.

If there are more applications than places, the Governing Body operates the following criteria for offering places for children to attend the Nursery:

1. Children whose home address is within the authority funding the Nursery. SL6 postcode has priority.
2. Children who have a sibling in the Nursery.
3. Children qualifying as special priority – those who have been referred for strong medical, educational, social, physical or emotional reasons.
4. Children in order of when their application was first registered.
5. Children whose home address is outside the authority funding the Nursery.

Parents may defer a place for a relevant reason and the child will remain on the waiting list. In the event of a parent deferring an offer of a place on two separate occasions, their application may be removed from the waiting list.

### **Transitional Places for 3-Year-Olds**

If places are available, children are normally admitted to the Nursery at the start of the term following their third birthday, however, we may be able to offer transitional places to those children who turn 3 years old in the term prior to being eligible for their funded place. These places will be offered to parents/carers at a 50% reduction of our additional session rate. If a transitional place is accepted, children would be eligible to start Nursery the day after their third birthday, although at certain times of the year the start may be delayed to ensure new children already at Nursery are fully settled. The Nursery will liaise with parents regarding start dates as appropriate.

Transitional places will only be offered if there is enough time remaining in that school term for children to have an effective settling in period before a school holiday break.



Autumn Term: Last transitional place offered to children who turn 3 before mid-November

Spring Term: Last transitional place offered to children who turn 3 before end February

Summer Term: Last transitional place offered to children who turn 3 before end May

Parents will be offered 15 hours at the reduced rate; any additional sessions will incur costs at the applicable higher rate.

Parents/carers may choose not to take up a transitional place; this would not impact on their offer of a funded place in the following term.

## Transfers

A child already attending an LA maintained Nursery who moves into the Borough will be eligible to be admitted as soon as a place becomes available.

## Attendance

Most Nursery places are allocated on a part-time basis per week during term time only. The part-time options are:

Option 1 – five morning sessions 8.45 – 11.45 am;

Option 2 – five afternoon sessions 12.30 – 3.30 pm;

Option 3 – 2.5 days – Monday, Tuesday and Wednesday morning;

Option 4 – 2.5 days – Wednesday afternoon, Thursday and Friday.

Please note that those taking up Option 3 or 4 would be required to attend the lunch club for 2 days at an additional charge to be paid at the applicable rate.

### Option 5 – 30-Hour Funded Places

Session times: 8.45am – 3.30 pm Monday, Tuesday, Wednesday, Thursday, and 8.45-11.45am on Friday. (Please note that on Monday, Tuesday, Wednesday and Thursday the 30 hours includes the lunch period and will therefore not incur a charge. These session times are the **only offer in place** in which funded 30 hours can be taken).

We offer a limited number of 30-hour places for those working families of 3 – 4-year-old children who meet the government eligibility criteria (please refer to <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>). In order to take up a 30-hour place the Nursery must receive a valid eligibility code immediately prior to the child taking up the place and this code will need renewing on a termly basis.

We believe that in order for young children to fully benefit from our provision and maximise their learning potential, they should attend for a minimum of 15 hours per week. It is, therefore, our policy not to split the 15-hour free entitlement with other early-years providers. In extreme circumstances split funding may be considered if parents put in writing the reasons for their request to the Finance and Resources Committee.



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

Parents will normally receive at least one term’s notice of their application being successful. An offer of a Home Visit will be made, whereby the child and parent(s) can meet his or her key person before starting Nursery. Due to the outbreak of Covid-19 it may not be possible to offer families a Home Visit, however we will offer an alternative meeting at Nursery to meet your child’s key person.

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.

**Approved by:** Finance and Resources Committee

**Signed by Chair of Governors:** .....

**Date:** 2<sup>nd</sup> July 2021

**Review Date:** June 2022