



BRIDGEWATER PRIMARY

Nursery Admissions Policy

Version History

Version No.	Date	Author	Comments
1.0	Nov 17	T De La Fuente	Policy Created
1.1	Jan 22	H Atlas	Hours amended to reflect current opening times. Local Authority Name updated. Front cover and version table added. Applications point 8, added and/or two full days Allocation point 6 added staff children
1.2	Jan 23	H Atlas	Access of hours updated and table added Number of places added Re wording of criteria
1.3	Mar 23	H Atlas	School name added to page 4, "Children with a sibling at the school'.
1.4	Jan 24	H Atlas	School Meal price updated Number of lunch places updated

Nursery Admissions Policy

Bridgewater Primary's Nursery School is a term time only nursery able to offer places for up to 7.5 hours per day (8.30am – 4.00pm)

We offer:

- 15 hours funded early education to children aged 3 to 5
- 30 hours funded early education to children aged 3 to 5 (eligibility code required)

The sessions offered each day are:

Session	Timings
Morning	8.30 am – 11.30 am
Lunch	11.30 am – 12.30 pm
Afternoon	12.30 pm – 3.30 pm
After School Club	3.30 pm – 4.00 pm

If spaces are available, we will admit children after their 3rd birthday.

Number of places

- The nursery up to 30 morning sessions and 30 afternoon sessions available.
- There are 30 places available for lunch which are offered in conjunction with the 30 hours' places. Children eligible for 30 hours have priority to stay all day (charges may apply to extend the day to account for lunch). Should we have places available, parents can pay, if applicable, to extend their children's sessions to also include lunch.

Allocation of spaces

The offer of September places will coincide with the Local Authority offer of Reception places, usually the middle of April.

The offer of January places will take place in October with the offer of places for April taking place in January.

In most circumstances we aim to have termly admissions and to encourage children to attend until they get their primary school place. This is to minimise disruption and to support induction arrangements. However, if spaces are available and with the agreement of the Head Teacher, children may be admitted at any point during each term and may be given a place as soon as they have had their 3rd birthday.

Children will not continue with an allocated nursery place at Bridgewater Nursery School beyond the end of the current school year (July) in which they turn 4 years old. At this age, although not necessarily of statutory school age, they must have applied and allocated a school place to join the Early Year's class at Bridgewater Primary or another school. The school may consider offering places to children who have deferred their entry to school until they are 5 due to exceptional circumstances.

If applications for nursery places exceed the number of available places, Bridgewater Nursery School will apply the following criteria in making allocations.

- Looked after children/Children adopted from care – Children who are looked after by the LA must have a referral from an official agency to be considered for a priority admission. Children who have been adopted must provide proof of adoption form care.
- Special educational needs – referrals have to be admitted by an official agency (e.g. doctor, health visitor, social worker etc.)
- Children with a sibling at Bridgewater Primary School when the child is due to be admitted. A sibling is a brother or sister which, for admission purposes, means brothers, sisters or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.
- Children of staff in the Nursery and Main School
- When filling remaining places mid-term, referral will be made to those children on the previous terms Consideration List that are in receipt of funding.

No child will be refused admission to nursery based on his or her special educational need, ethnicity or language need. In line with the Equalities Act 2010, we will not discriminate against disabled children, and we will take all reasonable steps to provide effective educational provision (see Admission policy for the school, as agreed with the Local Authority.)

When responding to admission requests for children with an EHCP, we will work with parents/carers to establish whether the provision offered in our mainstream setting is appropriate and respond to any consultation, looking with care at the documentation. We are an inclusive nursery and seek to support children who wish to join us. On occasions, where need is severe and complex, we will seek further information, advice, and support from WNC in respect of any such situations.

We strongly advise parents to visit the setting to ensure that the nursery provides or can obtain access to the provision required before applying for a place.

Access of Hours

At Bridgewater Primary School, we try to support our families by being as flexible as we can, however our priority is always the children. We know that children need consistency and regular attendance to feel secure in the environment to develop and learn. For this reason, we encourage parents/carers to access the hours over five days a week. Children must attend a minimum of five morning or afternoon sessions or two full days at Bridgewater. Extra sessions are to be requested in writing to nursery@bridgewaterprimary.net and will be dependent on availability.

15 Hours		
Hours & Days	Additional Costs	Optional Extras
<p><u>Option 1 – 3 Hours a Day</u></p> <p>Monday to Friday Morning Session: 8.30am to 11.30am or Afternoon Session: 12.30pm – 3.30pm</p>	<p>No additional cost.</p>	<p>Option to pay to extend the session to stay for lunch at £5 a day (a healthy packed lunch needs to be brought in from home or a meal can be purchased from school for an additional £2.50 per day)*</p> <p>Option to pay to extend a full day to 4.00pm: £5 per day*</p>
<p><u>Option 2 – 2 Full Days & Half Day (Consecutive)</u></p> <p>Monday, Tuesday & Wednesday Morning or Wednesday Afternoon, Thursday & Friday</p>	<p>£5 per full day. A healthy packed lunch needs to be brought form home or a meal can be purchased from school for an additional £2.50 per day</p>	<p>Option to pay to extend full day to 4.00pm or afternoon session to 4.00pm: £5 per day*</p>
<p><u>Option 3 – 2 Extended Full Days</u></p> <p>08.30am – 4.00pm</p>	<p>No additional cost. A healthy packed lunch needs to be brought in from home or a meal can be purchased from school at £2.50 per day.</p>	

**subject to availability*

30 Hours		
Hours & Days	Additional Costs	Optional Extras
<p><u>Option 1 – 5 Full Days</u></p> <p>Monday – Friday 8.30am – 3.30pm</p>	<p>£5 per full day. A healthy packed lunch needs to be brought form home or a meal can be purchased from school for an additional £2.50 per day</p>	<p>Option to pay to extend a full day to 4.00pm: £5 per day*</p>
<p><u>Option 2 – 4 Full Days</u></p> <p>8.30am – 4.00pm</p>	<p>No additional cost. A healthy packed lunch needs to be brought in from home or a meal can be purchased from school at £2.50 per day.</p>	

**subject to availability*

Appeals

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Bridgewater Primary School, Bridgewater Drive, Northampton, NN3 3AF.

Applications

Applications can be made at any time from birth. A 'Consideration List' will be kept by the school of names, addresses, date of birth, telephone number and date registered for children who are interested. Parents will be asked for the child's birth certificate. Please note that this does not constitute a promise of a place in the nursery.

It is the parent's responsibility to ensure that the contact information kept by the school is accurate and up to date.

Application for part time places (free entitlement) will be allocated before consideration is given to the allocation of full time places to comply with the Government's guidelines.

The Consideration List will not operate places on a 'first come first served' basis. The length of time a child is on the Consideration List in no way influences the decision regarding places.

Unsuccessful applicants will be considered with the next group of applicants.

It should be noted that a place in the nursery does not automatically guarantee a place at Bridgewater Primary School and parents must still go through the West Northamptonshire County Council's admissions process for admission into the school.

Parents who accept a place will be expected to commit to taking the place for the rest of the academic year and are encouraged to use every session Bridgewater Nursery offers.

Attendance

If attendance and punctuality are poor or erratic, the nursery leader will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's folder. If after a period of two weeks attendance punctuality remains poor, a letter will be sent to parents inviting them to meet with the Headteacher. Following the meeting, if there is no sustained improvement in attendance within an agreed period, the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances have been offered, for example an illness certified by a doctor, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent to the parents.

Notice Period

Any changes to hours or access to funded hours must be made in writing and require one month's notice.

To be read in conjunction with:

Charging & remissions Policy

Policies are reviewed annually and significant changes will be advised to parents through either the newsletter or ParentMail. Copies of all policies are available through the Nursery Leader.

Signed.....

Date.....

Chair of the Governing Body

Signed

Date

Headteacher

Date of Approval:

Review Date: