



## NURSERY ADMISSIONS POLICY 2021 - 2022

<b>Category:</b> Non - statutory	Approved by Headteacher: 
<b>To be reviewed by:</b> Bursar/Headteacher	<i>Date: July 2021</i>
<b>To be reviewed:</b> September 2021	Overviewed by FGB:
<b>Next review due by:</b> September 2022	<i>Date:</i>

***Our ethos as a church of England School is captured in the vision of good seed growing in good soil. We endeavour to provide an environment in which we are all developing, learning and growing. Rooted in that vision, our policies have been developed.***

### 1. AIMS

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To help promote consistency of practice and procedure between Nursery classes in the Royal Borough of Windsor and Maidenhead.
- To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

### 2. NURSERY SESSION OPTIONS

2.1 Eton Wick currently offers 2 different options for Nursery:

- Option 1) Full time places (30 hours). These hours are 9:00am to 3:30pm. To access these places you will need to use a code or pay per additional session £16.00. Please note that the additional paid sessions are subject to space, and 30 hour sessions with a code take priority.
- Option 2) Part-time morning places (15 hours). These hours are 9:00 am – 12:00pm 5 mornings a week.

2.2 Numbers will never exceed 26 in a session.

2.3. The Nursery staffing is covered by the child ratios set out in the Early Years Foundation Framework



### 3. CRITERIA FOR ADMISSION TO THE NURSERY

The Governors of the school will offer children a place in the Nursery for the term after their third birthday, according to the criteria in the following order of priority:

- 1) Children whose home address falls within the local authority of RBWM; SL4 postcode has priority
  - 2) Children qualifying as a special priority; those who have been referred for strong medical or educational reasons, including Looked After Children within the local authority of RBWM.
  - 3) Siblings (including foster brothers and sisters who live at the same address) currently attending Eton Wick C of E First School.
  - 4) Children who will be 3 the soonest in the academic year of their admission.
  - 5) Children of permanent members of staff
- A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights. In cases where a child spends equal time living at two different homes over the course of the year, the address that is most favourable to the application will be considered as the home address. Within the above criteria, each application is always considered very carefully on its individual needs.
  - Applications can be made at any time, however, the cut-off date will be the term before they start to ensure that appropriate communication and transition can take place.
  - We will consider late applications received.
  - Proof of a child's date of birth and home addresses required at the time of application, in the form of a child's short form birth certificate or passport along with a child benefit letter or a utility bill (showing the parent/carer's name).
  - Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.
  - Offers of a place will be emailed by at least the second week of a full term:  
17<sup>th</sup> September (for January start)  
14<sup>th</sup> January (for April start)  
6<sup>th</sup> May (for September 2022 start)

### 4. NURSERY INTAKE

4.1 The Nursery will take children from the term after their third birthday

4.2 There are 3 admission points during the year: September, January and April



4.3 A child will remain in Nursery until the end of the academic year in which they are 4 years old.

4.4 A child's intake into Nursery may be staggered over two or more weeks

4.5 Any spare places will be allocated during the year, as they become available, to children who are in the half-term after their third birthday or older.

## **5. PART TIME AND FULL TIME PLACES**

5.1 All children applying to our Nursery are entitled to a part time place (15 hours a week for 38 weeks of the year) the term after their third birthday.

5.2 Full time places will be given to children whose parent(s) qualify for 30 hours free childcare:

You can usually get 30 hours free children care if you (and your partner, if you have one) are working 16 hours or more a week and each earning at least the National Minimum Wage or Living Wage but have a taxable income of less than £100,000 (the earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago).

5.2 If you are not eligible for the 30 free hours then there will be a limited number of places where you can pay £16.00 to top up additional afternoon sessions (12:00 – 3:30)

## **6. DECISIONS ON PLACES**

6.1 Decisions will be made by the governing body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

6.2 Decisions will be final and there is no right of appeal

6.3 The offer of a nursery place DOES NOT mean automatic entitlement to a place in our Reception class.

6.4 Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

## **7. HOME VISITS**

7.1 These will be made before a child takes up their place. During the pandemic, these may not be able to happen. However, a pre-visit to the setting will occur.

## **8. LEAVERS DURING THE YEAR**

8.1 If a child is withdrawn by their parents from Nursery during the school year, we request that parents /carers must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

## **9. ATTENDANCE & LOSS OF NURSERY PLACE**



9.1 If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's Learning Journey.

9.2 If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Head Teacher

9.3 If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parent/carers will be notified of the loss of place in writing

9.4 It is expected that if a child will not be attending a session due to illness, that the school is called, or an email sent. If this is not received, the school office will make contact with the parent/carer.

9.5 If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, 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/carers.

## **10. TRANSFER FROM NURSERY INTO SCHOOL**

10.1 All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct Admissions Procedure, as outlined in the School Admissions Policy 2021-2022

10.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.

## **POLICY REVIEW**

This policy will be reviewed annually.

