



Boundstone Nursery School



Admissions Policy

Admission Principles

The guiding principles of Boundstone's Admissions Policy are:

1. To set out clear, transparent and fair admission procedures for families
2. To enable as many families as possible to attend their preferred sessions
3. To enable Boundstone Nursery School to reflect and serve its local community

Nursery provision at Boundstone is provided in the following ways:

Daycare

- For ages 2 to 3 years.
- Open during term-time only from 8am-5pm Monday-Friday
- This element of our provision is self-financing therefore families are charged fees.
- 2 Year Old Free Entitlement is available to eligible families from the term after their 2nd birthday.

Nursery School

- Available from the term after a child's third birthday until they begin school.
- Open during term-time only, with extra sessions for parents requiring childcare from 8am-5pm.
- Extra sessions are self-financing therefore families are charged fees for this additional provision.
- All 3 and 4 year olds are eligible for 15 hours Free Entitlement every week during term time. The nursery provides this through a combination of 3 hour core sessions in the following patterns:
 - 5 morning sessions (9:00-12:00)
 - 5 afternoon sessions (1:00-4:00)
 - Start of the week (Mon am + pm, Tues am + pm, Weds am). Lunch fee payable for Monday and Tuesday.
 - End of the week (Weds pm, Thurs am + pm, Fri am + pm). Lunch fee payable for Thursday and Friday. (Start and End of the week sessions will be prioritised for working families.)
- Some eligible families will be entitled to an additional 15 hours of Government Funded childcare and education, to make 30 hours funding

In line with the Government's requirement for all schools, Boundstone closes for 5 INSET days per year (which includes Daycare) to support the continued development of our staff team. Parents will not be charged for INSET days if these fall on days when your child would normally attend Boundstone.

Please note that for 2, 3 and 4 Year Old Free Entitlement, Boundstone will offer children a place for the first 15 hours entitlement and will claim free entitlement funding for this time. Any family who would like their child to also attend another setting will need to approach that provider separately (families eligible for the additional 15 hours Free Entitlement may split their hours across settings).

We want all families to be able to make an informed decision about what our provision has to offer their children. All families (unless siblings are currently attending Daycare) are therefore required to have a tour of the setting and only following this will they be provided with an application form.

Admission Procedures for Daycare

Families are asked to complete the relevant forms as soon as possible and indicate their preferred sessions. To support consistency, we require children to attend a minimum of 3 sessions a week (any combination of mornings or afternoons) for **at least two terms**.

Paid sessions are as follows:

- Morning 8:00-1:00 (includes breakfast, snack and lunch)
- Afternoon 1:00-5:00 (includes snack and tea)

2 Year Old Free Entitlement sessions are as follows:

- Morning 9:00-12:00 (includes snack)
- Afternoon 1:00-4:00 (includes snack)

Application forms are dated on receipt and filed. In order to be financially sustainable, places are allocated upon receipt of Application and availability.

Where Daycare is full we will operate a waiting list, which will adhere to the following criteria:

1. Children with a statutory assessment or registered disability
2. Children who are currently, or have previously been, in care.
3. Children who have a sibling currently attending either the Daycare or Nursery provision.
4. Date of application.
5. Children requiring 2 or more full days
6. Distance to the School (closest will take priority)

When a place becomes available, an offer letter will be sent out and families will be required to pay the relevant deposit in line with our Fees policy (those accessing only 2 Year Old Free Entitlement will have no fee to pay), to be paid within a deadline which then secures the place. All deposits are refunded when your child leaves Boundstone. When the deposit has been paid, the family will be given settling dates and a start date. Boundstone Daycare operates a gradual settling process, in line with the needs of the child. Late cancellation of a place may mean a vacancy suddenly arising which could be offered to another family at short notice. Families who are not allocated sessions of their preference and who choose to accept a place can re-negotiate alternatives when/if they become available.

Children who attend Daycare will automatically be allocated a place in the Nursery School. Prior to the Nursery admissions meeting, families will be asked to express a preference for how they would like to access the nursery provision, choosing from one of the stated options and requesting any extra sessions that they may require.

Any changes must be put in writing to the Nursery Administrator as early as possible to ensure we can meet requirements.

Whilst every effort will be made by the School to match the sessions offered to a child in the Nursery School with those provided in the Daycare, under rare circumstances this may not be possible. In this situation, the child will be offered the 'closest match' to their sessions in Daycare and it will be the parents'/carers' decision whether they choose to take up the place offered.

Admission Procedures for the Nursery School

West Sussex County Council is the admissions authority for all maintained schools; however, the governing bodies of Maintained Nursery Schools have the delegated responsibility for admission arrangements and their implementation on behalf of the Council.

Families are welcome to apply for a place in the Nursery School as early as they wish; however, early application does not guarantee a place over a later applicant. Applications are considered in line with the criteria stated below and reviewed at the Admissions meetings.

The Admissions team will usually comprise of the Executive Headteacher, Head of School and an Administrator.

The Admissions Team meets in the second half of the Summer term to consider applications and will allocate places for the following three terms. Where Nursery School places are taken we will operate the following criteria:

NURSERY SCHOOL

1. Children naming Boundstone Nursery School in their Statutory Assessment as their preferred placement.
2. Children in Care, or who have previously been in care, who name Boundstone Nursery School as their preferred placement.
3. Children who attend our Daycare provision.
4. Date of application
5. Distance to the School (closest will take priority)

During the year the available funded places may change as people move in and out of the area. The Admissions Team will continue to allocate the places to the families on the waiting list ensuring maximum capacity of the Nursery and following the admissions criteria.

Families who are unhappy with the Admission Team's decision ~~they~~ are asked in the first instance to speak with the Head of School. If the result of this is not to the family's satisfaction they are requested to write to the Chair of Governors c/o Boundstone, outlining their concern. This will then be addressed by members of the Admission Team and Governing Body to seek a resolution. The family will be advised of the final outcome within two weeks.

Places for children accessing the Special Support Centre (SSC) are allocated separately from this policy. For this group of children only, children are required to be referred by a Speech and Language Therapist and these places are allocated by a multi-professional considerations panel in line with the SSC Operational Policy. Children accepted for a place in Boundstone's SSC will be expected to attend

for 5 mornings or 5 afternoons per week, to enable them to receive their allocated speech therapy sessions.

Admission Procedures for Places Within the Extended Provision for 3 – 5 year olds

Families who require a place for children in the extended provision (breakfast club, lunch club and after school club) in addition to the Free Entitlement core hours are advised to apply as soon as they receive notification of their place in the Nursery as they will be allocated on a first come, first served basis. They will be asked to complete the relevant forms and pay any associated deposit in line with our Fees Policy.

Giving Notice

In line with our Fees Policy, families are required to give one month's notice if they intend to remove their child from Daycare or Nursery. Any family who decide to remove their child from Daycare will be deemed to also be removing them from Nursery and their child's name will be removed from the Nursery admissions list. The family can choose to reapply for a place in Nursery at a later date and will then have to follow the standard admissions process.

Governing Body Approved: Autumn 2023

Review Date: Summer 2025