



## Boundstone Nursery School

### Admission Policy



#### **Admission principles**

The guiding principles of Boundstone's admission 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 throughout the year (other than a Christmas/New Year closure week) from 8am-6pm Monday-Friday (5:30pm on Tuesday for staff meetings)
- This element of our provision is self-financing therefore families are charged fees.
- 2 Year Old Free Entitlement is available to eligible families.

#### Nursery

- Available from the term after a child's third birthday until they begin school.
- Open during term-time only, with extra sessions and holiday club for parents requiring all year round childcare from 8am-6pm (5:30 on Tuesday).
- Extra sessions and Holiday club 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 Free Entitlement as part of the Governments 30 hours free childcare initiative. These families will be able to use these additional hours flexibly, during term time only, to access extended care sessions.

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).

To support the continued development of our experienced staff team the Centre also closes for INSET days. In line with all Maintained schools the Nursery and Daycare has 5 INSET days across the year.

We want all families to be able to make an informed decision about what our provision has to offer their children. All families are therefore required to have a tour of the setting and only following this will they be provided with an application form. Families who have previously had siblings attend Boundstone will be given the option of a tour but as they will

already be familiar with the provision may choose to move directly to the application process.

### **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 2 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 1:00-6:00 (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. The date of receipt may be used as part of the admissions criteria, although it does not necessarily give priority. Applications are considered on a 4-6 weekly basis and places are allocated by matching available sessions to families' requirements. Every effort is made to offer places to children at the top of the waiting list, however, due to families requirements and session availability this is not always possible. The following criteria are used in the order stated below to allocate spaces:

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. Children requiring 2 or more full days
5. Distance to the Centre (closest will take priority)
6. Date of application.

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. When the deposit has been paid, the family will be given settling dates and a start date. Late cancellation of a place may mean a vacancy suddenly arising which could be offered to another family at short notice.

Families who are offered a place which matches their preferences, but then choose to decline it, can remain on the waiting list. 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 Centre 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 Head Teacher, Deputy Head Teacher and an Administrator.

The Admissions Team meets termly to consider applications and will allocate places for the following three terms. Admissions meetings will usually take place within the first few weeks of each term and children must attend the Nursery for a minimum of two terms.

The Admissions Team will allocate places to children in the order stated below:

- Children naming Boundstone Nursery School in their Statutory Assessment as their preferred placement.
- Children in Care, or who have previously been in care, who name Boundstone Nursery School as their preferred placement.
- Children who have a sibling currently attending either the Daycare or Nursery provision
- Children who attend our Daycare provision for a minimum of 2 terms.
- Child who may be eligible for 30 hours Free Entitlement from September 2017.
- Children previously denied a place due to excessive demand
- Children who live within our reach area.
- Children who live outside our reach area.

If at any point during the process above, there are insufficient places available to meet demand, the child whose home address is closest to the Centre (as the crow flies) will take priority. In the event that two children live the same distance from the Centre, the date of application will be used as the deciding factor. Those families who are unsuccessful in gaining a place will be placed on a waiting list following the admissions criteria and either offered a place when one becomes available or considered at the next admissions meeting, whichever is sooner.

When allocating places within the Nursery School to children transitioning from our Daycare provision, the Centre will prioritise these according to the wider admissions criteria. In circumstances where a particular Option is oversubscribed (e.g. start/end of the week), **and for this group of children only**, places will be allocated by the admissions team on an individual basis using a combination of the following factors: length of time a child has attended the Daycare provision; alternative session choices; whether the sessions are required to support parents employment; and proximity to the Centre.

During the year the available funded places change as people move in and out of the area. The Admission 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.

For families who are unhappy with the Admission Team's decision they are asked in the first instance to speak with the Head Teacher. 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

### **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 months' 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 2019

Review Date: Autumn 2022