



THE LIMES

PRIMARY ACADEMY

Nursery Admissions Policy Including **Allocation of Sessions and** **Additional Sessions Policy**

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Ratified by:	Date:
On behalf of:	Local Governing Body

Collaboration Curiosity Responsibility Resourcefulness Resilience Reflectiveness



Introduction

At The Limes, we will provide exceptional and engaging learning experiences for all children throughout their time at primary school. Our aspirational ethos will ignite, in all our children, a lifelong desire for learning, building high levels of self-esteem and a strong determination to succeed. We will continually encourage our children to explore, invent, create and imagine. By harnessing their natural curiosity, your children will become confident learners who are prepared for the next stage of their education.

Within our state-of-the-art building and school grounds, we will offer a stimulating world of discovery, where there are no ceilings placed on learning and all children are encouraged and supported to reach their full potential.

We have very high aspirations for every child and firmly believe that every child has their own unique talents. We believe that our thematic approach to the curriculum will fill children with inspirational and unforgettable learning experiences. Each classroom will provide an enticing and irresistible learning environment, which promotes a culture of curiosity and active learning. Our cross-curricular approach will ensure that there are meaningful and logical learning connections and continual, rigorous application of skills.

Our dynamic team of teachers and support staff will act as exemplary role models, educating and nurturing each child, enabling them to achieve the highest standards of academic attainment whilst also enabling them to become capable, caring and confident young people.

Our stringent admissions policy aims to ensure that the allocation of our nursery places are:

Clear

Fair

Objective

Admission number and process

The Limes Nursery offers term-time sessions, five days a week, for up to 26 places per morning and afternoon sessions for children from the term after their third birthday to four years old.

No child of Reception year intake is permitted to attend our nursery. We currently do not offer sessions for two year old children.

The number of children that can be admitted to our nursery will depend on a number of things including how many children already attend our nursery, their ages, the amount of floor space we have and the staff:child ratios that we must adhere to.

The Local Governing Body will also consider the local demand for places and the age ranges of the children wanting a nursery place. If there is an unexpectedly high demand we will inform Suffolk Early Years and Childcare Services and we will work together with them to support parents to find places in the locality for their children.

If there is an increase in the demand for places the Local Governing Body may decide it is possible to increase the number of nursery places at the start of the following term in order to accommodate children on the waiting list or to reduce the places if there is a very low demand.

Wherever possible, we will endeavour to provide your child with a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will inform you at our earliest convenience and we will have a discussion regarding what we can offer.

If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you in finding a place for your child.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use the oversubscription criteria to help us decide who will be offered places.

Points of Admission

All three to four year olds are eligible for Early Education Funding for up to fifteen hours per week over the thirty-eight week school year, from the start of the term following their third birthday.

The government has increased the childcare allowance for eligible working families from 15 hours to 30 hours a week. The 30 hours extended entitlement is designed to support working parents to manage the cost of childcare, support into work and enable parents to increase the amount of hours they already work. Parents should check their eligibility via www.childcarechoices.gov.uk

Birthday	Free early education from beginning of	Nursery will inform parents of allocation of place by
1st September to 31st December	Spring Term (after Christmas holiday)	After October Half Term
1st January to 31st March	Summer Term (after Easter holiday)	After February Half Term
1st April to 31st August	Autumn Term (after Summer holiday)	After May Half Term

From your child's 3rd birthday until they are eligible for funded hours, our Local Governing Body has decided that you may purchase nursery sessions for your child, subject to availability and admissions criteria outlined below. Ability or willingness to purchase these sessions is not part of our admissions criteria and will not guarantee admission to our nursery.

Funding is claimed at the beginning of each term for your child. Once the claim for that term has been made, we are unable to make any further changes to the claim until the following term. Any additional sessions that you may require for your child will be charged at a session fee. The sessions available and additional fees are detailed below:

Sessions available:

Sessions	Time	Cost for additional sessions
Morning Session includes mid-morning snack	08:30 – 11:30	£12.00
Lunch time Club	11:30 – 12:20	£2.50 £4.50 with lunch
Afternoon Session includes mid-afternoon snack	12:20 – 15:20	£12.00

All day Session includes mid-morning and mid-afternoon snacks	08:30 -15:20	£26.50 £28.50 with lunch
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Our Local Governing Body has decided that parents / carers will be offered the opportunity to purchase additional funded hours each term.

This will be dependent on availability of spare places and can change from term to term.

Ability or willingness to purchase additional hours is not part of our admissions criteria and will not guarantee admission to our Nursery.

The cost per hour have been based upon Suffolk’s funding formula, therefore not for the school’s profit. Any additional sessions will be offered in half day sessions to ensure smooth administration and better continuity of learning for children.

Parents / carers have the flexibility to choose to make up their 15 hours entitlement from half and full days. This means a parent may choose 6 hours a day for 2 days a week and then an additional morning or afternoon 3 hour session; a 6 hour day and three separate 3 hour sessions; or choose 5 morning or afternoon sessions a week when using their 15 hours entitlement.

Parents / carers can book their child in to attend the Lunch time club, for the whole term or by giving 24 hour notice prior to the child staying in Lunch time club. 24 hour notice is required to ensure staff:child ratio is adhered too and maintained.

For those children staying for lunch club, parents / carers have the option to either buy a school dinner, or to provide children with a healthy packed lunch and drink. (Please ensure packed lunches are **NUT FREE**, this includes **No** Nutella, nut based products, pine nuts, pesto to name a few)

Lunch time club is not part of funded hours.

Please note there is no option to pay for part of a session.

Please note: attendance at The Limes Nursery does NOT guarantee a place in or admission to our Reception year group.

In order to ensure that we maintain the correct staff:child ratio, it is essential that we know when your child will be attending and if you require any further additional sessions, so that we can organise our staff accordingly; therefore we are unable to make any mid-term changes to your child’s sessions. If you require extra sessions or would like to claim additional grant funded hours, we will require notification prior to the start of the following term.

If you are already claiming your funding entitlement at an existing setting, you **cannot** transfer your funding claim to The Limes Nursery, unless you are not claiming your full entitlement, both settings **must not** exceed your full entitlement (15/30 hours)

Oversubscription Criteria

Our oversubscription criteria is reasonable, clear, objective, procedurally fair, and complies with all relevant legislation, including equalities legislation. We will ensure that we do not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational need. Our policies regarding school uniform and trips do not discourage any parent / carer from

applying for a Nursery place. In the event of two applications that cannot be separated we have a fair tie-breaker process.

If there are more applications than places available our school will use the following criteria when deciding which children to allocate places to.

1. Children aged three or four years old who have an Education, Health and Care plan which names our school nursery must be offered a place.
2. Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
3. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified
4. Siblings
5. Date of birth- for example we will allocate places in each school year group in date of birth order (oldest to youngest).
6. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

Previously looked after children:

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Siblings:

Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births:

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Distance from the school:

If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the school. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured using the LA calculation formula. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn.

Tie Break:

If it is not possible to distinguish between applicants in a particular category (a tie break), schools will need to consider how they will resolve this e.g. there will be a random ballot.

Waiting lists:

We will operate a waiting list for Nursery places for 16 school days, which is consistent with our In Year Admissions Policy.

Invoicing

Invoices will be sent to parents/carers half termly in advance where possible. Payment is due within **14 days** of the date of the invoice.

Method of Payment

We accept childcare vouchers, cash or cheque. Cheques should be made payable to The Limes Primary Academy.

Outstanding Fees

If you should experience any difficulty in paying your child's fees it is important that you contact the School Office upon receipt of the invoice at your earliest convenience.

We are happy to make alternative arrangements for parents who are experiencing financial difficulty and this will prevent any undue stress when trying to recover outstanding charges.

If the debt remains unpaid after fourteen days a further reminder letter will be sent. Should the fees still be outstanding 14 days from the date of the reminder letter an administration charge of 5% of the debt will be charged.

Non-attendance

If your child is not able to attend a grant funded session you must contact the Nursery as soon as possible. We are audited regularly by Suffolk County Council to ensure that we are claiming the correct level of funding for each child. Suffolk County Council reserve the right to withdraw the funding from the school if they feel that a child is not attending regularly enough to have the funding in place.

Collection of children & Late Collection Fee

Please ensure that you are prompt in collecting your child at the end of their session to avoid them becoming distressed and to ensure that we maintain our staff:child ratios. We ask you to inform the school office on 01502 449200, as soon as possible, if someone different is collecting your child from the setting, your child will not be permitted to go home with anyone that the staff do not recognise. In the event that you are running late, please inform the school office as soon as possible. Parents or carers who are late on more than one occasion will be asked to attend a meeting with the Headteacher due to the unfair demands this places on staff. Parents or carers who have repeated patterns of late collection will be asked to find alternative childcare provision by the Headteacher and Governors with one month's written notice.

Notice

If you wish to withdraw your child from the nursery or reduce their sessions, we require written notice at least the half term before you wish to do so. Otherwise fees will be payable in lieu of notice.

Refunds

Please be aware that No refunds are made due to sickness or absences from the nursery for planned additional hours.

Closures

In the event that the Nursery is forced to cancel any sessions we will endeavour to give as much notice as is reasonably possible. The Nursery reserves the right to offer replacement sessions in lieu of refunds.