



## Nursery Admissions Policy

**Beamish and Pelton Federation of Schools**

**Nursery Admissions Policy**

## **Rationale**

We aim to make our Nursery accessible to families from all sectors of our local community. Through careful induction procedures, it is our intention to help children settle as easily as possible and feel happy, safe and secure during their time in Nursery. We aim to develop positive, supportive and trusting relationships between child, family and school. We have a thorough and carefully planned induction programme for new starters, details of which we include in our Early Years Brochure. We provide information for parents of children who are due to start school well in advance of September each year and hold an evening intake meeting in the summer term prior to your child starting Reception.

## **Background**

Pelton Community School has a 78 place Nursery (Butterfly room) for 3 and 4 year old children, and offer places for children from the child's third birthday until they are due to go into Reception. We also have a 24 place nursery (Caterpillar room) for funded 2 year old children and have recently opened a 13 place 'pups' Nursery for children who have turned 3 years old but are not yet old enough for their full nursery year in the Butterfly room. Where spaces are available in the 2 year old room we can offer paid sessions to parents who don't qualify for funded places. We aim to encourage as many of our nursery pupils as possible to move through our Early Years classes in order to ensure learning is a continuous and progressive process. We also welcome children from a variety of other early years settings who we find adapt very quickly to the routines of Reception.

Beamish School has a Foundation Stage unit for children aged 2 to 5 years old, and also offer places from the child's third birthday. Or funded places for eligible 2 year olds. We aim to encourage as many of our nursery pupils as possible to move through our Early Years classes in order to ensure learning is a continuous and progressive process. We also welcome children from a variety of other early years settings who we find adapt very quickly to the routines of Reception.

## **Admissions**

Admissions to our Nursery are in accordance with Durham LA policy for admissions (see 'Parents Guide to Early Years Provision in County Durham', Children and Young People's Services).

There are 39 places available each Nursery session in our Butterfly room. We offer Nursery provision for up to five school terms, from a child's third birthday until they are due to begin Reception. Entitlement is 15 hours a week for 38 weeks a year. Some children will qualify to access 30 free hours of Nursery provision per week. The thirty hours entitlement is for working parents of 3/4 year olds [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk)

### **The Two Year Old Free Entitlement**

There are 12 spaces on a morning and 12 spaces on an afternoon available in our 2 year old Nursery. Funding and therefore availability begins the term after the child's second birthday.

| Child Born Between            | Term of Eligible Entry |
|-------------------------------|------------------------|
| 1 April – 31 August           | September intake       |
| 1st September – 31st December | January intake         |
| 1st January – 31st March      | April intake           |

We ask parents/ carers to complete the 2 year old entitlement form and bring it to our School office. Our office manager will contact you to confirm eligibility.

Where a child has been accessing our free entitlement for 2 year olds in the Caterpillar room which is directly associated with our Pups and Butterfly room, they shall receive priority for admission to the Butterfly room in order to preserve continuity, providing that they also live within County Durham's administrative area.

We consult with families about the opening times of the school to ensure we accommodate a broad range of family need, offering full wraparound through the onsite Childcare facility. We believe it's important for both Nursery rooms in Pelton Community School to be flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the school that provides stability for all the children. Therefore, we offer:

- Five morning or afternoon places, each session lasting three hours, **or**
- Two and a half day provision. Parents can opt for sessions at the beginning of the week (Monday, Tuesday and Wednesday mornings) or end of the week (Wednesday afternoon, Thursday and Friday). Children staying for lunch will be supervised, in the Nursery lunch area, by school staff (all qualified paediatric first aiders). Parents are required to send in a packed lunch, our healthy ideas for packed lunches sheet can be obtained from Nursery staff.
- 30 hour provision (for working parents of 3/4 year olds).

Parents are required to adhere to the agreed option they have chosen. However, if a parent does wish their child to change options, this may be possible, usually where a child is in Nursery in July and returning in September. This is subject to availability of places.

#### **Extra paid sessions**

Subject to availability, we offer extra paid sessions beyond the free entitlement of 15 hours. A contract between the school and child's parents/carers for additional sessions will be drawn up and signed. Payment for extra sessions will be requested at least 7 days in advance. Parents will be required to take up the same sessions each week and contracts will be reviewed on a termly basis. Availability of paid sessions is not guaranteed in the following term, and is dependent on numbers of children on roll in Nursery. If payments for the extra paid sessions fall into arrears, then the extra paid place can be revoked.

#### **Written agreement**

Pelton and Beamish federation have a written agreement with all parents that take up a free entitlement. Parents need to agree and complete the declaration form stating how many hours they are accessing and on which days.

#### **Starting Reception**

The offer of a Nursery place **does not entitle a place** or give greater priority for a place in Pelton Community Primary School or Beamish School. Parents will be required to apply for their child's statutory school place in Reception. <http://www.durham.gov.uk/schooladmissions> Admissions for Durham schools open in September and close in January. Parents/carers will be notified in the following April as to the offer of a school place, which will be made by the LEA in accordance with their published Admissions Criteria. Parents have the right of appeal against any refusal of admission.

## **Visits**

Parents/carers wishing to view the Nursery are warmly welcomed and encouraged to do so. They are requested to contact the school office to arrange a suitable date and time 0191 3700260.

## **Waiting List**

Children can have their name put down on the waiting list during the term in which they are 2 years old or thereafter. To do this a copy of the child's birth certificate must be seen by a member of staff and photocopied for records. They will be given an offer of a place as soon as they are eligible, ie to start Nursery in the term of their third birthday. The offer of a place will be prioritised according to date of birth. Where applicants have the same date of birth, priority will be given to the earliest date of application. The school office will contact parents, giving details of the induction process.

## **Equal Opportunities and Inclusion**

We welcome children and their families/carers regardless of gender, religion and ethnicity. It is our intention to ensure that pupils have the opportunity to be fully included into school life. Our Nursery is open to every family in the community, subject to availability of places.

## **SEN and Inclusion**

We fully support inclusion and aim to do our best to cater for children's individual needs. Support for individual pupils is determined by Durham Local Authority. Our school offer for SEN can be viewed on the school website.

Meetings/visits with any outside agencies supporting the child and his/her family may be organised to share information and outline next steps for provision for a child.

Student Support Plans are written and reviewed regularly for children identified as having additional needs in any/all areas of development.

Access to an Outreach supported nursery place will be arranged with County Hall. Once County Hall has requested outreach support, the Headteacher and key person will make at least one, often more visits to the child's home. Parents are then invited to bring their child to the Nursery for introductory visits.

## **Induction**

Prior to children beginning Nursery we offer:

- a 'Welcome for New Parents' meeting in the term prior to the child starting
- a family discussion
- a 'Stay and Play' visit for each child. Parents will be required to stay with their child for the duration
- an hour session in which children can stay without parents/ carers.
- Visits are on 2 consecutive days, immediately prior to the starting day.

We offer a flexible admissions procedure to cater for the needs of individual children, and, where appropriate, a greater number of visits may be arranged for a child and their family/ carers. Where it is felt to be in the best interests of the child, s/he may initially come for shorter sessions until it is felt s/he can reasonably access full entitlement.

If children have accessed childcare, and are therefore more familiar with the nursery space and staff, we invite parents to spend one session visiting with their child, before he/she starts on their own the following day.

## **STARTING DAY**

This is handled very sensitively and flexibly to ensure a smooth, happy transition for the child, and the parents. Parents are encouraged to enter Nursery with their child and then leave them, at least for a short time, on this day. If the child is upset, parents are invited to leave him or her for at least fifteen minutes, but to stay in the school, maybe in the lunch area and observe through the window. Once the child has settled, parents may feel happy to leave. Parents are encouraged to return early on the first day, and to telephone for reassurance, if they wish!



**CHILDREN AND YOUNG PEOPLE'S SERVICES**

**Application for a Nursery Place in a Maintained Nursery School or Unit**

**Maintained Nursery School or Unit:**

**Child's Name:**

**Address:**

**Postcode:**

**Tel. No.**

**Email:**

**Child's Date of Birth:**

**Name of Parent/Carer:**

**Where else have you applied for your child's admission into free Early Years Provision?**

**Has your child been offered a place at any other nursery?**

**YES**

**NO**

**If yes, please give name:**

**Maintained Nursery School or Unit - 1st preference:**

**Maintained Nursery School or Unit - 2nd preference:**

**Maintained Nursery School or Unit - 3rd preference:**

*If your child has a Statement of Special Educational Needs or will require additional support in Nursery, please inform us as soon as possible.*

**When would you like your child to attend:**

**MON**

**TUE**

**WED**

**THUR**

**FRI**

**AM**

**AM**

**AM**

**AM**

**AM**

**PM**

**PM**

**PM**

**PM**

**PM**

**Date of Application:**

**Signed:**

**To be completed by the school**

**Date of Child's entry into Early Years Provision:**

PELTON COMMUNITY PRIMARY SCHOOL  
INFORMATION FOR NURSERY UNIT

HEALTH PROBLEMS:

HEALTH VISITOR:

NAMES OF BROTHERS/SISTERS:

DATES OF BIRTH:

CHILD HAS ATTENDED:

PLAYGROUP

MOTHER AND TODDLER

CRECHE

PRIVATE NURSERY

PREFERRED SESSIONS (please tick)

MORNINGS

AFTERNOONS

ALL DAY MONDAY, TUESDAY PLUS WEDNESDAY MORNINGS

WEDNESDAY AFTERNOONS PLUS ALL DAY THURSDAY AND FRIDAY

30 HOUR PROVISION (for working parents of 3/4 year olds)

TWO YEAR OLD FUNDED PLACE

TWO YEAR OLD PAID PLACE