



St. Margaret's Nursery

## Admissions Policy

### Nursery

Reviewed: December 2019

Date for review: December 2020

# Admissions Policy

We operate an inclusion and equality policy and ensure that children have access to childcare places and services irrespective of their gender, race, disability, religion or belief.

## NUMBERS ATTENDING

The nursery is registered with OFSTED to take 36 children per session (8.30-16.30) Mondays to Fridays, 50 weeks a year. The nursery is closed for the two weeks at Christmas. The nursery can only take the maximum of 18 children during the lunch period (12.00 -13.00).

A child can be considered for a place in nursery from the start of the academic year following the child's third birthday. If spaces are available these will be offered to children who are 3 within the term.

In order to maintain a balanced distribution across the five days it may be necessary for parents to accept alternative times.

## ALLOCATION

Applications need to be received by 31<sup>st</sup> January, to be considered for a place in the following September intake.

The following criteria are used to determine and allocate the places. Priority will be given to:

1. Children that are "looked after" in the community.
2. Children that will attend 50 weeks a year.
3. Children with Special Educational Needs.
4. Children who have a sibling already attending St Margaret's C of E Primary School or Nursery.
5. All other applications.

Within each category if there are more children applying than spaces, then priority will be given to the eldest children.

## REGISTRATION REQUIREMENTS

You can complete and hand in an application form any time after the birth of your child. On receipt of the application form it will be date stamped.

Please be aware that the completion of the registration form does not guarantee a place in the nursery.

To register your child:

1. Collect an application form from nursery, main school reception or download off the St Margaret's School website.
2. Complete the application form.
3. Attach a copy of your child's birth certificate.
4. Deliver or send to St Margaret's Nursery.

## ACKNOWLEDGEMENT

The nursery currently has one intake a year which is in the autumn term. Spaces are allocated the previous April.

A written offer will be sent to you as soon as a place is available. You must accept your child's place within 3 weeks of the dated letter by returning the form. Otherwise the place will be allocated to the next child on the list.

Applications will be reviewed regularly and places will be offered in line with availability.

## CONTINUITY

Once a child has been accepted by the nursery, parents can be confident that the place will be allocated for the child for as long as it is required. Existing children will be offered spaces for the following September in the February of the same year.

It must be emphasised that attendance at the St Margaret's Nursery does not guarantee a place at St Margaret's or any other primary school. Attendance at the nursery has been included in the admissions criteria for entry into St Margaret's school from September. Further information can be obtained from the Admissions Officer, County

Hall North (Parkside), Chart Way, Horsham, West Sussex, RH12 1XH (telephone 03330142903).

## FREE ENTITLEMENT

Parents that will be in receipt of 3 or 4 year old Free Entitlement (FE) funding can access just the funded hours or extend the session where available. In the event that we are unable to offer a full day to a child, parents are very welcome to collect their child at 11.30 and bring them back to nursery at 13.00 to access their free entitlement.

## EXCLUSIONS

Every effort will be made to integrate all children and to promote positive behaviour, the nursery management reserves the right to request a parent to withdraw a child if absolutely necessary, but only after discussions with the parents and with specialist advisors. In the rare case of this being necessary, the unused balance of fees will be reimbursed.

In extreme cases where absences are lengthy or numerous, your child will lose their place at our nursery and it will be offered to another child.

## NOTICE FOR REMOVING YOUR CHILD FROM NURSERY

The notice period for withdrawing your child from nursery or making any changes to the number of sessions is 4 weeks. This needs to be by letter or email. Weeks during the holiday periods or when the nursery is closed are not counted in the 4 weeks.