



Alexandra Primary School Nursery Admissions Policy

Governor Responsible	Management Committee
Status	Non-Statutory
Last reviewed	November 2018

Alexandra Primary School Nursery Admissions Policy

Children can be admitted to the Nursery Class at term after their third birthday, if places are available. Attendance will either be on a part time basis (15 hours) or a full time basis (30 hours). All children who are three and four are entitled to 15 hours funded childcare.

From September 2017, some working parents will be entitled to 30 hours funded childcare i.e. both parents need to be working a minimum of 16 hours per week. To check your eligibility, please go to www.childcarechoices.gov.uk.

If parents do not qualify for 30 hours it may be possible to apply for an additional 15 hours at a charge if spaces are available. For further details please contact Mrs Ade Olajide-Shittu, Office Manager. Please note that this will be for a fixed half-term at a time and dependent on eligible 3 and 4 year olds.

This is a school nursery class and therefore operates during term times only. Should your child be entitled to 30 hours and stay for lunchtime, there will be a charge for lunchtime supervision. Fees will be payable monthly in advance at a rate agreed by the governing body.

Admission to the Nursery Class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

The school will maintain an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a promise of a place. An application form for a nursery place should be completed by parents and submitted to the school. Notifications of a place are sent to parents at the following points throughout the year;

1st July for September nursery places. (Autumn 1)

1st November for January nursery places. (Spring 1)

1st March for April nursery places. (Summer 1)

These will need to be accepted in writing which will need to be given to the school office within a week of the offer. The school may need to take account of the balance between mornings, afternoons and all day places, however, so it may not be possible to fulfil all parents' requests.

Our Nursery session times will be:

Morning: 09:00 – 12:00, Lunchtime: 12:00 – 12.30pm, Afternoon: 12.30pm – 3.30pm

Attendance to the Nursery Class

- All admissions will be processed via the office.
- Admission form to be completed online.
- Birth dates will be checked and a copy of the child's birth certificate will be taken.
- A copy of a utility bill for verification of the child's address will also be taken.
- Parents/Guardians will be asked to bring their child for a visit to the Nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.

- Nursery places will be allocated on a first come first served basis - no places will be reserved.
- Nursery sessions will be offered am or pm for the week (not full time for part of the week).
- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance (less than 96%) without good cause, may lead to their child's place being given to someone else.
- Parents/Guardians are advised of the necessity for their child to be brought and collected by a responsible adult.
- Parents/Guardians will be required to provide at least two emergency contact numbers.
- Children who stay for the whole day will need to bring a packed lunch with them.
- Breakfast club is available from 8am - 9am at the rate of £2 per day and £10 per week.
- Parents whose children stay all day from 9am to 3:30pm will be required to pay a top up funding currently set at £2.50 per day and £12.50 per week and agreed by the Governing Body.
- If there is availability, parents can pay to extend the 15 hours place to 30 hours per week 9am – 3:30pm. This fee has been set at £75.00 including top up funding per week.
- Payment of fees will be one month in advance by bank transfer. Bank details can be obtained from the School Office.
- The school reserves the right to withdraw the additional 15 hours if payments have not been received.
- The period of funding lasts 3 months. Parents are required to renew funding every three months.

Admissions Policy

Admissions will be allocated on the following criteria and order:

- Looked after children in the care of the local authority
- Children who the Authority accepts have an exceptional medical or social need
- Children who have a brother or sister attending the school
- Children of teaching staff of the school
- Children whose home address is closest to the school

Additional hours will be offered at the discretion of the school's Governing Body. Additional hours will be reviewed each half term to ensure they do not impact places for new children joining the school.