



Alexandra Primary School

Nursery Admissions Policy

Governor Responsible	Management Committee
Status	Statutory
Last reviewed	December 2021
Signed	<i>C. Schlar.</i>



Alexandra Primary: Vision Statement

Aspire

Our aim is to inspire a curiosity and fascination about the world. To create learners who can reflect, question, wonder, critically think, connect, be creative, be self-aware and be determined.

We instil the belief that every child can achieve. That anything is possible and their dreams have no limits.

We provide opportunities that both connect with their roots in their local landscape and expand their horizons through learning about the wider world. These experiences ignite ambitions and passions that lead them on to explore hobbies and careers in life after Alexandra Primary School.

Achieve

At Alexandra, we believe that every child can achieve and provide the environment to facilitate this by removing barriers to learning, whether this is educational, emotional or financial. Our aim is to nurture children who are able to achieve, during their time at Alexandra and beyond.

The support of parents and carers is crucial to a child's education. At Alexandra we work in partnership with parents, carers and the local community and welcome their involvement.

We teach a skills based curriculum, using content as the vehicle to develop and practise these skills and develop knowledge in different contexts.

The development of communication skills is a fundamental component of the curriculum. We teach children the power of their voice and that their questions are worth asking. Collaborative learning runs through the curriculum, in class and across year groups.

We create an environment where children are shown that effort pays off and making mistakes is the path to greater knowledge. Challenge is met with resilience and children are committed to their learning.

We promote self - confidence, nurturing an optimistic outlook where children believe in themselves. We nurture emotional intelligence and teach humility, respect, sensitivity and tolerance to wider issues and global concerns.

We aim to nurture children who are capable of doing new things - who are creative, innovative and discoverers.

Enjoy

Our school promotes a lifelong love of learning. We provide experiences that our children may not access elsewhere, showing them the joy of trying new things, discovering new knowledge and skills.

Creativity lies at the heart of the curriculum. We bring knowledge to life through hands on experiences, making links across subject areas and learning in different forms. Our children learn with enthusiasm and zest. We celebrate learning - the achievement and the effort - and value each child's individual journey

Alexandra Primary School Nursery Admissions Policy

We are pleased that you are considering Alexandra as the right place for the next step in your child's learning journey.

Please read our admissions policy carefully to ensure that you have all the information about the application process.

Children can be admitted to the Nursery Class in the 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. Full time places will be provided if there is sufficient demand.

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 places for eligible 3 and 4 year olds.

This is a school nursery class and therefore operates during term time only. Should your child be entitled to 30 hours and there is a place, 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 out 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 will need to take account of the balance between mornings, afternoons and all day places, so it may not be possible to fulfil all parents' first choice requests.

Our Nursery session times will be:

Morning: 08:50 – 11:50, Lunchtime: 12:00 – 12.30pm, Afternoon: 12.10pm – 15.10pm

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 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 are advised of the necessity for their child to be brought and collected by a responsible adult.
- Parents 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.
- Parents whose children stay all day from 08.50 to 15:10 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 08.50 – 15:10. 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.