



### John Wilkinson Nursery Admissions Policy

Shropshire Council Nursery Classes Admissions Policy has been adopted by the governing body. We aim to ensure that all access to the setting is open, fair and clearly communicated to the users of the Nursery setting.

We will ensure we have a list of children whose parents have expressed a wish to attend the nursery. Children can be admitted from the term after their second birthday. Places for 2 year olds cannot be guaranteed as this is dependent upon spaces in the setting and staff ratio. Children who are 3 and 4 years of age also use the setting.

As demand sometimes exceeds places available, we make decisions using the following priorities:

Children with a Statement of Special Educational Needs or EHCP which name a particular setting will be allocated places if the LA deems the placement suitable. After this places are allocated according to an agreed set of criteria, in strict order of priority. They are as follows:

**Priority 1:** Looked after children, who are in Public Care as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

**Priority 2:** Children already attending the nursery setting who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

**Priority 3:** Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

**Priority 4:** Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

**Priority 5:** Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

**Priority 6:** Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

**Priority 7:** If the school governors have decided to offer extra fee paying hours to children

attending for their 15 free hours, this offer can only be made once all parental requests for free places have been dealt with and places should not be given in situations that will prohibit a child from getting their free entitlement. The charges for these extra hours should be set at a reasonable market rate and not be seen to undercut any other provision in the area.

We are an equal opportunities setting and our admissions process considers children independently of gender, background, religion, ethnicity or competence in speaking English.

## Attendance and entitlement

**15 hours per week for 38 weeks**

Or

**12 hours per week for 48 weeks** (*570 hours divided by 48 weeks = 11.88*)

Or

Either of the two options above with “top up” payments made by parents.

Places available to 2 year olds may, if necessary, may be limited but this will be determined by the settings capacity to maintain ratios. 2 year olds may be eligible for “24U” funding. (See below)

**Please note that it is not permissible for any school to guarantee a place the Reception class as a result of a child attending the nursery. Primary school admissions are regulated and administered through the LA.**

## Other information

Prior to starting in the setting members of the Nursery staff will contact you and offer to make a **home visits**. This allows you to meet in a relaxed and familiar environment and gives you an opportunity to share any information which you think will help your child to settle into the Nursery. We also give you any information which would be helpful to you and explain routines and policies such as our medicines policy.

A **daily attendance register** is completed and if your child is absent the staff will give you a call to confirm the reasons for absence so we can monitor illnesses and inform other parents if necessary to keep an eye out for symptoms e.g. chickenpox.

We have a very strict policy regarding children being released to appropriate adults which is detailed in the prospectus.

## Data

Information we are required to **keep on record** is as follows:

1. Full name, address and telephone numbers
2. Information regarding legal contact and parental responsibility
3. Contact details for parents and carers including place of work
4. Emergency details
5. Child's date of birth
6. Records of medical need and dietary requirements
7. Details of family doctor
8. Collection details

We **will submit** the following information to the local authority for free entitlement as part of the early year's census:

1. Full name
2. Date of birth
3. Address
4. Gender
5. Ethnicity (This data will be collected on a voluntary basis)
6. Special educational needs status
7. Funded hours taken during census
8. Total number of hours

## 24U funding

Is my child entitled to this free Early Years education?

If you can answer YES to one or more of the following questions your child will be eligible to receive 15 hours of free Early Years education per week over 38 weeks of the year from the beginning of the term after they turn two years old:

- has your child left care through special guardianship or an adoption or residence order?
- is the place for a child who is 'looked after' by a local council?
- do you receive income support?
- do you receive income-based jobseeker's allowance (JSA)?

- do you receive income-related employment and support allowance (ESA)?
- do you receive support through Part 6 of the Immigration and Asylum Act?
- do you receive the guaranteed element of state pension credits?
- do you receive child tax credits and have an annual income not exceeding £16,190?
- do you get working tax credits and earn no more than £16,190 a year?
- does your child have a current statement of special educational needs (SEN) or an education, health and care plan?
- does your child get disability living allowance?

### When is my child eligible?

If you meet the criteria you are entitled to the free place from the term following your child's second birthday:

- if your child was born between 1 January and 31 March you are entitled to the place from the summer term (after Easter)
- if your child was born between 1 April and 31 August you are entitled to the place from the autumn term (September)
- if your child was born between 1 September and 31 December you are entitled to the place from the spring term (January)

We thank you for considering our setting and hope this provides the information you required. If not please call us and we can answer any questions you have. You are welcome to visit the setting if this would help you in making your decision, simply call to make an appointment.

#### **Contact details**

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