



Nursery Admissions Policy



Admissions criteria

Admissions for Kinraig Ducklings Nursery School is based on the child's age and priority need.

A child's entry to the nursery does not guarantee a place in the school. Parents must make a separate application for entry to the Reception class to Blackpool Local Education Authority.

If there are more applications than places, the school's nursery admission criteria will be used to decide which children can be offered a place.

1. Children looked after, or who have an allocated social worker who has provided written support of the application.
2. Children with professionally supported educational, medical, emotional or social needs*
*(*When deciding whether a child has an educational, medical or social need, the head teacher will consider the child's needs or circumstances, supporting evidence from other professionals, and the availability of nursery classes in neighbouring schools.)*
3. Children with a brother or sister currently attending the school and who will still attend the school when the child is admitted.
4. Children who are four years old at the time of application and allocation take priority over children who are three years old at the time of application and allocation.

Where all the children who are applying for a place are three years old, or will be three years old before the start of the term in which they are applying for a place the places are allocated in date of birth order, starting with the oldest child.

When a parent enquires about a place for their child, the school will ask them for their name, the name and date of birth of the child they wish to register, the parent's home address and their phone number. This is a registration of interest, not a guarantee of a place.

The Extended Services Team will contact the parents/carers the half term before they are due to start to confirm there is a place available and invite parents to look around the Nursery and to pick up all necessary documentation. When the completed admission forms are returned to the Nursery a place can be allocated. We will then write to invite your child to commence their induction (see below).

Fees and charging policy

All three and four year olds are entitled to 15 hours of free nursery education for 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

In addition to this some 2 year olds are entitled to free early education if they meet the eligibility criteria. To qualify for a place, any 2 year old who meets one or more of the following criteria will be eligible:

- Working Tax Credit and have annual gross earnings no more than £16,190.
- Working Tax Credit 'run on' – the payment you may receive for a further 4 weeks after they stop qualifying for Working Tax Credit.
- Income Support
- Income based Job Seeker's Allowance
- Income related Employment or Support Allowance
- Child Tax Credit – provided you have an annual income of no more than £16,190
- Support under Part 6 of the Immigration and Asylum Act 1999
- The 'Guaranteed' Element of the State Pension Credit
- Child receives disability living allowance
- Child has a current statement of Special Educational Needs (SEN) or is on an Education, Health and Care Plan (EHC) plan
- Child is looked after by a Local Authority
- Child has left the care of a Local Authority through special guardianship or an adoption or residence order
- Universal Credit

Just like the Nursery Education Grant for 3 and 4 year olds, children in receipt of the 2 year old entitlement can claim 15 hours per week for 38 weeks of the year.

Children become eligible and will be entitled to free education for both the Nursery Education Grant and the 2 year old entitlement in the January, April or September after their second / third birthday.

Where spaces are available Kinraig Ducklings Nursery will consider applications for 3 year olds before this at February, May and October half terms. These sessions are at the discretion of the teacher and a fee may apply until the free entitlement starts.

Where there are extenuating circumstances admission at other times will be considered at the teacher's discretion.

If you require additional sessions a fee will apply and the sessions will need to be agreed in your initial contract or at a later point after discussion with the Nursery teacher.

- Fees are charged on a session basis. Kincaig Ducklings Nursery session times are between 8:45am to 11:45am and 12.15pm to 3.15pm. Full day care is available for 3 and 4 year olds from 8:45am – 3:15pm
- All nursery fees are due 1 week in advance.
- Any outstanding monies in excess of £50.00 will be passed to the Local Education Authority finance team, who will take the necessary steps to recover the outstanding monies.
- Full fees are charged if your child is absent due to sickness or for other reasons as the nursery will have to keep their place open and still have to employ and pay staff.
- In extenuating circumstances fees may be waived at the discretion of the head teacher.
- If the child has a planned holiday that falls in term time the fees will not be charged for the period of absence subject to the Nursery receiving a minimum of four weeks in writing. If written notice is not received full fees are charged.
- Parents/carers are expected to give us 2 weeks notice to amend their sessions. Any amendments will be subject to availability.
- Where sessions are missed support will be offered by our Extended School provision
- If a child doesn't attend and the nursery is unable to contact the parent/carer their place will be terminated and they will be charged all outstanding fees plus the 4 weeks notice period.
- Nursery fees do not include lunches. School dinners are available and can be requested in advance. Fees may apply but will depend on personal circumstances.
- Fees will not be charged when the nursery is closed due to school closure.

Where a parent/carer is 4 weeks in arrears of payment, a review of the hours allocated will take place. This will, unless in the most exceptional circumstances, result in hours being reduced to part-time entitlement for eligible 2, 3 and 4 year olds.

Induction to Nursery

When we have received a completed admissions pack we will allocate a place. A letter will be sent to the parent/carer inviting the child to start the induction process.

An appropriate settling in period will be agreed between the parent/carer and the Nursery teacher after the child completes the below.

- Induction Day 1 is for us all to see how your child manages with being left in our care, this will normally be about an hour and during this time you are invited for a tea or coffee with our Extended Services team. During this hour you can be available should your child

become upset, find out what we can offer you, look at any of our policies, buy uniform and ask any questions you may have.

- This will be followed by a meeting to discuss next steps with the nursery teacher. Your child's induction may well be unique to best meet the needs of your child.

Policy last updated 25/09/16

The Nursery Admissions Policy at Kincaig Primary School and Children's Centre will be reviewed and modified on a regular basis at least every two years. It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for this policy – Miss Lucy Cross

Date	Proposed Amendment	Signed

Signed _____ Date _____