



Hilltop First School and Foundation Stage

Nursery Admissions Policy

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1. Aims and objectives

We are an inclusive Nursery that welcomes children from all backgrounds and abilities.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the Nursery of their choice. The governing body of Hilltop First School & Foundation Stage applies the regulations on admissions fairly and equally to all those who wish to attend the Nursery.

The Nursery at Hilltop is a 26 place setting offering 26 morning and 26 afternoon places in the Nursery; each session lasting 3 hours. We offer three different models for the allocation of these places subject to availability. The models we offer are

- AM sessions: 5 three-hour mornings sessions totalling 15 hours across the week
- PM sessions: 5 three-hour afternoon sessions totalling 15 hours across the week.
- 5 AM sessions and a combination of lunch and PM sessions totalling 30 hours across the week – see appendix 1

2. Allocation Criteria

Places are allocated according to the criteria below and not whether the applicant requires a 15 or 30 hours place.

1. Looked After Children (a child who is in the care of the Local Authority);
2. Children who meet the age requirement on the date of admission, whose parents/carers work either full time or part time at Hilltop First School;
3. Children who meet the age requirement on the date of admission, whose home address is within the Windsor area
4. Children who meet the age requirement on the date of admission and will have siblings* still attending the school at the date of admission;
5. Children who meet the age requirement on the date of admission and who have strong medical or social grounds** for admission;
6. Children who meet the age requirement on the date of admission, by date of birth, eldest first;

Specific numbers for each type of place will be decided, depending on demand, and will be at the Headteacher's discretion. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this Nursery. Whilst a child who is not yet fully toilet trained will not be prevented from starting in the Nursery, the school expects that the parents will commit to work with the Nursery staff in helping the child to become fully toilet trained.

Hilltop will usually admit a child at the start of the term following their third birthday. Where the Nursery becomes full at the start of the academic year, children whose birthdays fall in the Autumn

or Spring terms would only be admitted in the following September despite having turned 3 earlier in the year.

Where a family does NOT qualify for 30 hours per week of free Early Years education but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of the additional hours to be charged at the rate determined by the Governing Body finance committee.

3. How parents can apply for their child to be admitted to our Nursery

As the children entering the Nursery are below statutory school age, the admissions procedure is regulated by the Governing Body, which delegates this duty to the Headteacher.

Registration of Interest forms for the Nursery can be obtained from the School Office and should be completed and returned with a copy of the birth certificate as soon as possible.

4. When are Nursery places confirmed?

The school will notify parents about confirmed school place for the start of the following academic year as follows:

- By the end of term 3 for any families meeting criteria 1 or 2
- By the end of term 4 for any families meeting criteria 3 or 4
- By the end of term 5 for all other families

Where the Nursery is oversubscribed we will maintain a waiting list in criteria order.

The needs of the child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

* Including half, step, adopted or fostered child permanently living in the same family unit.

** E.G. serious social problems in the family or any chronic medical condition affecting the pupil that only the preferred school can deal with. These reasons must be fully supported at the time of application by written confirmation from the professional involved in the case.

5. Appendix 1: 30 hour Nursery placement options

Eligible children will take their 1st 15 hours every morning (8.50-11.50 x 5)

For Health and safety reasons there are only 3 pick-up times of 11.50am, 12.30pm and 3.30pm.

Parents may choose to make up their extra 15 hours from Hilltop's offer from below:

<u>Provision</u>	<u>Time</u>	<u>Comments</u>
Rise and Shine Club 7:30-8:40	60 mins	Breakfast club would be calculated as a full session of 60 mins irrespective of what time they arrive. There is no opportunity to come later and use fewer hours and then try and have those extra minutes tagged on to another day.
Lunch 11.50-12.30	40 mins	The lunch period would need to be taken as a whole. Eg a child wouldn't be able to stay for a 20 minute lunch
Afternoon sessions 12.30-3.30	3 hours	Afternoon sessions have to be taken as a whole eg a child can't stay for some of an afternoon session

Example 1

<u>Provision</u>	<u>Time</u>	<u>Days - tick which days are required</u>					<u>Total days</u>	<u>Total hours and minutes</u>	
Rise and Shine Club 7:30-8:40	60 mins	M	T	W	T	F		hours	mins
Lunch 11.50-12.30	40 mins	M	T	W	T	F	4 X 40 mins	hours	mins
		✓	✓	✓	✓			2	40
Afternoon sessions 12.30-3.30	3 hours	M	T	W	T	F	4 x 3 hours	hours	mins
		✓	✓	✓	✓			12	
Total								14	40

In this example the child uses the first 15 hours by attending the 5 morning 3 hour sessions and then takes up most of the further 15 hours as above. There is no facility to take the final 20 mins although families are welcome to purchase the remainder of, (in this example), Friday lunch and the Friday afternoon.

Example 2

<u>Provision</u>	<u>Time</u>	<u>Days - tick which days are required</u>					<u>Total days</u>	<u>Total hours and minutes</u>	
Rise and Shine Club 7:30-8:40	60 mins	M	T	W	T	F	3 x 1 hour	hours	mins
		✓	✓			✓		3	0
Lunch 11.50-12.30	40 mins	M	T	W	T	F	5 X 40 mins	hours	mins
		✓	✓	✓	✓	✓		3	20
Afternoon sessions 12.30-3.30	3 hours	M	T	W	T	F	2 x 3 hours	hours	mins
				✓	✓			6	
Total								12	20

In this example the child uses the first 15 hours by attending the 5 morning 3 hour sessions and then takes up most of the further 15 hours as above. On days the family take up the rise and Shine Club they don't take up the afternoon sessions as it would make for very long days. The remainder of the 30 hour offer could be taken up and indeed further afternoon sessions could be purchased.