



# Davenport Lodge Nursery School

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# Admissions Policy

This policy is reviewed on an annual basis

Annual Policy reviewed by **Susan Nalus/Karen Pitt** **August 2024**

Next date of Annual Review: **August 2025**

Signed: *[Signature]*

Signed: *[Signature]*

This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the school's website. It applies wherever staff or volunteers are working with pupils, including when this involves being away from the school: for example, on an educational visit.



## **DAVENPORT LODGE NURSERY SCHOOL**

### **ADMISSIONS POLICY**

#### **Ethos**

At Davenport Lodge Nursery School we aim to provide a supportive and structured environment in which babies and children, as they develop, are encouraged to recognise their individuality, efforts and achievements as happy and secure individuals in learning and social environments.

#### **General Statement**

Davenport Lodge Nursery School (DLNS) is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. This commitment is shared by children and staff.

Davenport Lodge Nursery School admits boys and girls from 6 weeks old. We are committed to equal treatment for all regardless of race, religion, ethnicity, social background and if appropriate sexual orientation. It is assumed that children remain at Davenport Lodge Nursery School until they are ready to leave to go to a Reception class at a school setting.

The process from enquiry to acceptance of a place is on an online platform called Open Apply (OA). Parents are required to complete the online enquiry form and once submitted, a viewing will be arranged for parents and their child, with the Headmistress, Deputy Headmistress or the Early Years Coordinator (EYC). Following the viewing to register for a place, a registration form must be completed online and a non-refundable registration fee paid\*. Places are offered subject to availability and on a first come first served basis. Priority is given to existing parents. On occasions a waiting list place may be offered. If an offer of a place is made by DLNS, the Nursery Agreement, and other forms are sent to parents to accept, complete and sign within a two-week timeframe. A non-refundable "fees in advance" payment must also be made within two weeks from the date of the offer (the fee in advance payment is deducted from the first month's fees once the child has started at the setting). If forms are not received and fees not paid within the two-week period, the place will be offered to another family. If a waiting list place only is offered, a registration form must be completed but no registration fee is required until a place becomes available.



### **Government Funding for 2,3 & 4 Year olds**

Funding is currently offered on Monday, Tuesday and Friday full days (8am to 6pm = 10 funded hours each day), and Wednesday and Thursday afternoons (1pm to 6pm = 5 funded hours). Funded hours are for 38 weeks of the year only. Remaining weeks are charged at our standard rates (see our latest Fees List), as are days/sessions when funded hours are not available (Wednesday and Thursday AM's). Funded places are subject to availability, and we do limited the number of funded places available.

At least one fully funded place is available completely free at the point of delivery ("stand alone place") with no requirement for a registration fee to be paid or for the child to purchase and wear a uniform. The Business Manager (BM) will be able to confirm further information. 2 year old expanded funding is offered, as is universal and extended 3 and 4 year old funding. With the exception of 3 and 4 year old universal funding (15 hours per week) parents must check their eligibility via the HMRC Government website, and apply for an entitlement code which must be given to Nursery School staff by way of a completed Local Authority (LA) funding declaration form. Codes must be renewed every 3 months. The Nursery School is unable to offer reminders regarding renewing codes.

Funded weeks are set by the BM each academic year and communicated to parents via newsletters and other communications. The "stretch" option of funding is not offered. Parents pay for any additional services or sessions over and above any free entitlement (extra sessions are subject to availability). Parents must complete the (LA) declaration form and provide the child's original birth certificate or passport when requested. If declaration forms are not returned by the deadline date, or codes not provided or renewed, invoices will be issued using the standard charge rate with no funding (see our fees list). This is because we will be unable to claim funding from the Government in these instances as we are bound by the LA's policies, procedures and headcount date regarding the Government funded hours.

### **The Local Authorities "Headcount" Dates**

All children claiming funding (whether 3 and 4 year-old, or 2 year old expanded) must be in attendance by the termly headcount date (given to DLNS by the LA) in order for a claim to be made. Office staff will advise you, in advance, of deadline dates for claim forms to be returned to us.

If children start with us, or are transferred to DLNS mid-term from another setting (i.e. not at the start of the term or the start of the "funded period") we may not be able to claim funding from the LA for that period. If children are withdrawn from Davenport Lodge Nursery School mid-term (i.e. at any other time than the natural end of a term or "funded period") some funding we have received may need to be returned to the LA. We may seek the LA's advice in these circumstances. If you give the correct notice for your child to leave Nursery School at any point after the



termly headcount date, funded is not transferable or refundable. Invoices will be issued using our standard charges, if we are unable to claim funded hours under the LA's conditions to claim.

### Funded weeks

Early education funding is paid to DLNS based on a maximum number of funded hours in each term. As an example:

	Summer 2024	Autumn 2024	Spring 2025	Annual Total
Term time weeks	12	14	12	
Maximum number of funded hours in each term				
2year-old (15hrs) Expanded	180	210	180	570
3 & 4 Universal Entitlement (15hrs)	180	210	180	570
Combined universal & extended hours (30hrs)	360	420	360	1140

Funded hours/sessions do not include food, snacks, drinks or consumables (nappies, wipes, cream, sun cream). We offer a "Meals Packs" and a "Consumables Packs" which are both chargeable, optional extras. Please see our current fees list for further information. Parents may opt in or out of these by ticking the box on the LA form. If parents opt out (by ticking the box on the LA form), packed lunches/snacks must be sent in with adherence to the "Food Management and Healthy Eating" policy, a copy of which is available on request, and on our parent noticeboard.

### **Admissions Policy for SEND (Special Educational Needs and Disabilities)**

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the nursery who have the ability and aptitude to access an academic curriculum. Children whose SEND needs are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.



Before a place is offered at the Nursery School (and preferably prior to application):

- Parents must disclose to the Nursery School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. Records from previous nurseries attended by the child may be requested. The Nursery School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, we will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the Nursery School, we will endeavour to continue to support the child as long as:

- A. we have the appropriate resources and facilities to provide them with the support they require, and,
- B. we believe it is in the best interest of the child and of the Nursery School community to remain at the nursery.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the Nursery School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

### **Admission Policy for EAL (English as an Additional Language)**

EAL children are subject to the same admission procedures as other applicants. Parents of children with EAL need to inform the Nursery School in advance of what their child's needs are. Parents will be required to include on the 'All About Me' form a list of familiar phrases in the child's home language to support staff with ensuring the child feels comfortable. The Nursery School will endeavour to ensure that children who have English as an additional language will use English confidently, use English as a means of learning and ensure the children have access to the Nursery School's full curriculum.

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. (Statutory Framework for the Early Years Foundation Stage, January 2024). Children in the Nursery School are well prepared for school so that there is a seamless transition from the nursery into Reception.

### **Privacy Policy and General Data Protection Regulation (GDPR)**



Davenport Lodge Nursery School is part of the Inspired Group and our full Privacy Policy is available upon request.

This Admissions policy should be read in conjunction with the Food Management and Healthy Eating policy, the Uniform policy and the Parent Handbook.

*\*A registration fee is not charged for a child accessing/offered a "stand alone" Government funded place, but is charged for those accessing funded hours and privately paid for hours.*