

Davenport Lodge Nursery School



Admissions Policy

This policy is reviewed on an annual basis

Annual Policy reviewed by **Susan Nalus** **June 2016**

Next date of Annual Review: **June 2017**

Signed: *Susan Nalus*

Signed:

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 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 regardless of race, colour or creed. It is assumed that children will follow on into Kindergarten on their third birthday.

Parents are required to attend an interview with the Headmistress and EYFS Coordinator with their children. An offer of a place is made on the basis of the interview. Preference is given to children whose siblings are currently at the nursery or kindergarten class. On occasion there will be a waiting list when numbers rise. Preferred dates of entry are noted and when availability arises then a place is given on a 'first come first serve' basis.

It is necessary that parents complete the registration form after interview. An offer of a place is made by means of the nursery Acceptance Form and the first month's fees. The nursery and/or kindergarten Terms and Conditions and Emergency Contact Form are enclosed with this. Parents should read these before returning the signed acceptance form.

Prior to admission, parents are invited to discuss with the nursery the medical needs, if any, of the child. Special vegetarian dietary requirement can be catered and allergies are taken into considerations.

Admissions for 3 and 4 year olds

Davenport Lodge offers the 3 and 4 year old Nursery Grant funding which entitles the children to receive 15 free hours per week for 38 weeks. The child **will become eligible** for the Nursery Grant from the start of the term after their third birthday.

Sessional care is available for 50 weeks of the year, with 38 weeks of state school term time that includes the 15 free hours. The 12 weeks of school holiday will follow the holidays allocated by the local council. There is no option to stretch the funded places over 50 weeks. Parents will be expected to pay for any additional services or additional hours of childcare over and above the free entitlement.

Morning sessions run from 8am (with the register taken at 8.50am) until 1pm (5 hours) and afternoon sessions from 1pm (with the register being taken at 1pm) to 6pm (5 hours). Collection for morning children will be either at 1pm or between 3.30pm and 6pm if staying all day. Parents may speak to the office if additional flexibility is required. Morning children must be brought into school by 8.50am at the latest please. A full day is from 8am to 6pm (10 hours). Children may be brought in at 7.50am with no extra charge.

We offer a limited number of fully funded places. Information about availability is available upon request.

Hot meals for lunch and break time plain biscuit snacks for morning sessions and tea for afternoon sessions are included in the cost of any additional hours you may choose, but during the 15 free hours they become an optional chargeable extra. Alternatively, a packed lunch and/or tea may be brought in but should comply with the local authority packed lunch guidelines.

Children in the kindergarten may purchase the school's uniform from our uniform provider and a list is available from the school office. Children are encouraged to bring in a spare PE uniform in case of accidents.

If parents transfer their child from a different early years setting before the Local Authority 'count day' (this is usually 3 weeks into the school term), then **the parent will have to pay** Davenport Lodge for the hours the child has attended up until that time, as Davenport Lodge **will not** be able to claim funding from the Local Authority for that period.

If a parent decides to move their child to a different early years setting after the 'count' date for that funding period has taken place, the funding for that period does **not** transfer with your child and no refunds are made.

Admissions Policy for SEND

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 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 (and preferably prior to application):

- Parents must disclose to the nursery any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The nursery reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the nursery 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, we will endeavour to continue 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 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. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

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, Sept 2014)The children in the nursery are well prepared for school so that there is a seamless transition from the nursery into Reception.