

Davenport Lodge Nursery School



Admissions Policy

This policy is reviewed on an annual basis

Annual Policy reviewed by **Susan Nalus/Karen Pitt** **November 2023**

Next date of Annual Review: **November 2024**

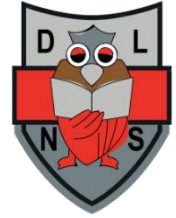
Signed: *Juanes Nalus*

Signed: *Karen Pitt*

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. 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 EYFS Coordinator.

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, with priority given to existing parents. On occasions a waiting list place may be offered. Preferred dates of entry are noted.

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 fees in advance payment is deducted from the first month's fees once the child has started at the setting). If forms and fees are 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 3-4 year olds

Funding is currently offered on Monday, Tuesday and Friday full days, and Wednesday and Thursday afternoons for 38 weeks of the year. Places are subject to availability. At least one 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. 15 hours are offered to all eligible children and parents may be able to claim an additional 15 hours, or up to 30 hours. So up to 30 hours may be offered subject to the child's sessions and parents' eligibility. Parents must visit 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 for further information). 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 deadlines, regarding the Government funded hours.

If children are transferred to the Nursery School mid-term (i.e. not at the start of the term or the start of the "funded period") from another setting, 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") any funding, we have received may be transferrable. We will seek the LA's advice in these circumstances.

Funded hours/sessions do not include food, snacks, drinks. We offer these as a "Meals Pack" which is a chargeable, optional extra. Please see our current fees list for further information. Parents may opt in or out of our "Meals Pack" 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

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 (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, 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 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

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.