



Rush Green Primary School

Nursery Admissions Policy and
Procedures



Rush Green Primary

Nursery Admission Policy and Procedures September 2021

This policy is based on London Borough of Barking and Dagenham policy for charging and remissions and therefore fulfils statutory requirements in relation to reporting information to parents.

The Governing Body at Rush Green Primary School are keen to provide early education and childcare nursery provision which is not only flexible in its approach but adaptable to parents and their needs.

All three and four year old children are entitled to up to 15 hours term time of universal early education and childcare from the term after their 3rd birthday.

Some working parents of three and four year olds are also eligible to receive an extended entitlement of up to 30 hours term time of early education and childcare from the term after their third birthday. Please go to www.childcarechoices.gov.uk to check eligibility.

Where parents are not eligible for the extended entitlement of up to 30 hours childcare, the school offers a childcare option where parents can pay a top-up fee of £20 per session over and above the 15 hours government funded childcare, if they are available. This is payable, a month in advance to the school.

This is a school nursery class and therefore operates during term time only.

Should children stay at school over lunch-time, parents are required to provide a packed lunch for them.

Admission to the Nursery Class does not constitute a promise of a place in Reception at Rush Green Primary School, nor does it preclude the admission of a child to any other school in the area or within Barking and Dagenham. The school will maintain an application list of pupils seeking admission to the Nursery.

An application form for a Nursery place starting in September 2019 (or any other time during the year) should be completed by parents and submitted to the school as soon as possible. The application form is available on our School's website or at our school's office.

Allocations will be made to children who are 3 years old by 31st August 2019 and notification will be sent to parents as soon as possible upon receipt of application.

OVERSUBSCRIPTION

Where there are more applications for full time places than those available, the following criteria will be used to decide which children are offered a place:

Places are allocated according to:

1. Looked After Children (LAC) (Children in Public Care).
2. Children of staff at Rush Green Primary School.
3. Siblings – Children who have a brother or sister attending Rush Green Primary School at the beginning of their first term.

4. Proximity – proximity as measured in a straight line from the front of the home to the front door of the school.

ATTENDANCE HOURS AT RUSH GREEN PRIMARY SCHOOL

Nursery hours are available for up to 30 hours per week during term times only. These hours are offered as morning and afternoon sessions, each of which last for three hours and are known as core sessions. Children will usually attend for 5 morning sessions or 5 afternoon sessions over the week. Please note only a limited number of full-time places will be available.

The way in which places are offered ensures that children are able to form relationships with their key workers, enabling them to feel safe and secure, as well as providing a consistent environment for all children.

Morning Session 8.30am – 11.30am (core session)

Afternoon Session 12.30pm- 3.30pm (core session)

Some children will be able to attend for a whole school day because their parents are eligible for the extended entitlement of up to 30 hours childcare, or because parents choose to pay for available sessions. These children may also attend for a lunch time period and eat a packed lunch, provided by parent/carer, or parents may choose to take their children home at the end of the morning session and bring them back for the afternoon session.

Morning Session 8.30am – 11.30am (core session)

Lunch Session 11.30am – 12.30pm (Free session)

Afternoon Session 12.30pm- 3.30pm (core session)

ATTENDANCE HOURS AT RUSH GREEN PRIMARY SCHOOL

Upon confirmation of Nursery placement at Rush Green Primary School, the school will contact Parents/Carers to complete admission forms and return them back to school. Parents will be asked to present parent photo ID, their child/children's birth certificate and proof of address, e.g. a utility bill for verification of the child's address. In September, before the start of Nursery, staff will visit the child's home to help with smooth transition from home to nursery.

FEES, CHARGES AND CANCELLATION OF A NURSERY PLACE

A half term's notice is required in writing, in respect of cancellation of a child's place at nursery, or for any other change to additional arrangements e.g. hours required, lunch arrangements.

Children remaining in our care at lunch time will need to provide a healthy packed lunch for their child.

For the parents/carers who choose to top-up their child's sessions above the 15 hours government funded childcare, at a rate of £20 per session, no adjustments will be made for absence.

ELIGIBILITY AND GRACE PERIODS

Parents will need to confirm their eligibility for 30 hours of provision every three months via the Childcare Service; parents will be sent a renewal reminder by email and text four and two weeks before expiration.

There will be a grace period which enables parents to retain their childcare place for a short period if they become ineligible for 30 hours. If a parent becomes ineligible for 30 hours childcare they will have the option to continue to pay for the additional childcare above the 15 hour universal offer.

Details of the grace period will be published to the parents Childcare Service account. Parents must inform the school if they enter a grace period as required by the parental contract.

The Local Authority will complete an audit of eligible codes at a minimum of 6 fixed points a year at half term and the end of term and confirm to each school which parents are no longer eligible for the 30 hours offer.

VOLUNTARY CONTRIBUTIONS

Educational visits, visitors to school (e.g. theatre companies, farms) and special educational events (e.g. science week) play a vital role for children in helping bring a topic to 'life' and promote lifelong learning. When organizing such activities, if there is a cost involved, the school invites parents to make a contribution towards the cost of the visit or activity. All contributions are voluntary however, if we do not receive sufficient contributions, we may have to cancel the visit or activity. Payments will be collected via the school office.

MONITORING AND REVIEW

This policy will be monitored and reviewed annually by the Leadership and Management Committee and the outcomes will be recorded in the minutes of that group to ensure that all governors are informed of any changes to policy and practice.

Agreed by Governors

Review Date: September 2024