Admissions Policy for Buckingham Primary School Nursery

Adopted by Governors Full GB: **July 2024**

Date of next review: **July 2026**

Gemma Hopkin - Chair of Governors

Introduction

Every parent wants to give their chid the best possible start as they take their first steps through life, and this policy has been prepared to help you understand our admission arrangements for your child.

General Information

Buckingham Primary School Nursery provides provision 50 weeks per year from 7.30am-6pm for children aged from 6 months – 4 years. The nursery occupies 4 designated rooms: Chicks (6 months – 18 months), Cygnets (18 months -2 and a half years) Swans (2 and a half years – young threes) and Pre-School (school cohort for the following academic year). Although all children mainly occupy their designated rooms, all have access to the hall and there are opportunities when children within the nursery setting integrate between rooms and outdoor areas. They will be participating in carefully planned activities relevant to their age and stage of development and in support of transition.

Buckingham Primary School Nursery operates an admissions policy separate to Buckingham Primary School. Admission to the nursery does not guarantee a place in the reception class; school admissions are co-ordinated by Buckinghamshire County Council.

Applying for a Nursery Place

Application to Buckingham Primary School Nursery is only required once; e.g., if a child joins at 6 months, an application is not needed when they reach 2 years. As a child reaches a transition point, they will automatically transfer into their next nursery phase at the beginning of the next half term. In the unlikely event that space is not available, places will be allocated based the admissions criteria (see Admission Criteria below).

Once a place is obtained, every effort will be made to provide each child with the maximum number of hours for which they are eligible, but this cannot be guaranteed.

Applications are welcomed at all times and offers of places will coincide with the child reaching the age phase required by parents. Whenever reasonable, start dates will be at the beginning of a term, half term or the start of a calendar month.

Children must attend for at least a term and must access a minimum of two sessions on different days. A full half a term's notice is required to terminate a booking.

Admissions Criteria

If applications exceed the number of places available, Buckingham Primary School Nursery will apply the following criteria when making allocations:

1. Existing nursery pupils (transition from one room to another)
2. Age of child
3. Looked - after children
4. Sibling in the nursery
5. Special circumstances, (i.e., health, social or emotional)
6. Catchment area of the school
7. Children of school staff

In the event of over subscription, the nursery will maintain a waiting list. Children on the list will be ranked in order of priority for admission irrespective of the date of application.

Funding

***Attendance at more than one provider*:**
Parents can choose for their child to receive their entitlement (15 hours) by attending more than one provider. Parents choosing to split their funding entitlement will be given the same consideration that is given to those applying for a full-time place.

In the Cygnets, Swans and Pre-School rooms the nursery offers 15 hours funded places per week in the form of 3-hour morning sessions (8:45 am -11.45 am) or as a 3-hour afternoon session (12:30pm-3:30pm). In the Chicks room we offer three 5 hour sessions for the 15 hours (8am – 1pm or 1pm – 6pm).

30 hours free childcare
Parents may be able to claim for free childcare subject to government guidelines
https://www.gov.uk/30-hours-free-childcare
You can check your eligibility using:
www.childcarechoices.gov.uk

Fees
Fees are calculated and invoices issued to be paid in advance each month, as stated in our Nursery Terms and Conditions, unless other arrangements are made with the school Nursery.

Absences
Where a child has been on long-term absence (6 weeks) and there are no mitigating circumstances such as illness certified by a doctor, security of their place will be at the discretion of the nursery. Parents will be notified in writing if their child is removed from the nursery roll.