



NURSERY ADMISSIONS POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
1.3.18	1.0	Taking account of 30 hours free entitlement	A White
18.4.18	1.1.	Update. Approval sought at LGB 15.5.18	A White

The Dunham Trust believes it makes a significant contribution in transforming children's life chances. Our aim and commitment is to transform schools into sustainable learning academy communities.

“We aim to ensure that, for everyone involved, excellence and equity become and remain a reality”

“They come this way only once so we should litter their pathways with quality experiences”

We believe that we are able to help our academies and their young people to aspire to and achieve success. To do this, we are committed to ensuring that every child and young person has a pathway to succeed that:

- gives the best possible start in life
- equips them with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen
- ensures continued success in his/her future and contributes to the local community

Our aims for 'Improvement' are designed to ensure all academies are consistently benchmarked against key improvement priorities. This framework will ensure effective progress across the Trust, whilst at the same time, leaving space for autonomy at the school level. It will:

- focus efforts on what really matters, i.e. our vision, principles and commitment to the children, young people, families and communities that we serve.
- provide a flexible approach to improvement that meets the needs of each Academy. This will involve a commitment to immediate improvement in each individual context, professional development and a collaborative approach that engages with improvement projects designed to build capacity, an approach that is responsive, reflective and sustainable.
- focus on outcomes, understanding that these are not negotiable. We are committed to a no-excuses culture. In achieving these outcomes, all will focus on individual responsibility and collective accountability for success

The Trust has a responsibility to ensure the success of each academy by allowing every pupil to maximise his/her potential. As an academy sponsor there will be an expectation for joint working across individual academies. The Trust is committed to high quality academy improvement activity, networking and development and research. Equally, the promotion of sport, outdoor education and the creative arts will be important in the development of pupil self-esteem and building learning skills.

Nursery Admissions Policy

1. An application for a place in the Nursery should be completed by parents and submitted to the Head of School as soon as the child reaches their second birthday. These forms are available to download from the school website or from the school office.
2. Places are available for children following the term after their third birthday, it is expected that children be fully toilet trained prior to admission. The Nursery is linked to the School and it operates on an academic year, therefore generally places will be offered in the September following a child's third birthday. Occasionally if places are available, school may offer additional places in January.
3. The inclusion and acceptance of a child's name on the application list does not constitute the promise of a place.
4. Admission to Nursery does not constitute a promise of a place in the School to which the Nursery is attached. Admission in to School is a separate process and will require a separate application form to be completed, further details on school admissions are available on the Trafford MBC website.
5. In the event of there being insufficient places to satisfy every application, in line with Trafford admissions authority, the Nursery adopts the following criteria for deciding which children will be offered places:
 - i. "Looked after" children (as defined in the Education Act 2002 – Admissions)
 - ii. Those children who live in the catchment area of the requested school who will have a sibling attending the school at the time of the applicant's proposed admission
 - iii. Those children who live in the catchment area
 - iv. Children, who live outside the catchment area, with a sibling attending the School at the time of the applicant's proposed admission
 - v. In the event of over subscription in the above criteria, places will be offered to those children in each criterion whose place of residence is nearest to the Nursery, calculated as a direct straight line from the child's permanent place of residence to the Nursery.

(Upon acceptance of a Nursery place parents will be required to provide proof of address)

6. Places offered in Nursery are on a part-time basis (15 hours) and are offered over 5 mornings or 5 afternoons across the course of a school year with 26 places available at each session.

Where spaces are available, and parents qualify, there will be the opportunity for parents to access the "Extended Entitlement" allowing full-time (30 hours) offered over 5 mornings as above plus 5 afternoons. These sessions will be offered using the same criterion as described in Points I to v.

If you do not qualify for "Extended Entitlement" and, following allocation as above, spaces are available, additional 'paid for' sessions may be offered for your child to attend the Nursery beyond their free entitlement allowance of 15 hours. Additional 'paid for' sessions will be offered using the same criterion as described in Points i to v.

7. Where 30 hours "Extended Entitlement" has been offered, there will be a charge of per session to cover a lunchtime stay payable in accordance with the Nursery's Charging Policy. If your child is at school over a lunch time then a packed lunch can be provided from home or you can pay in advance for school meals. In the event of absence, sickness or holidays refunds for paid sessions are not available.
8. Where additional 'paid for' places are available they will be charged for (with an additional charge to cover a lunch time stay) during term time, payable in accordance with the Nursery's Charging Policy. If your child is at school over a lunch time then a packed lunch can be provided from home or you can pay ½ termly in advance for school meals. In the event of absence, sickness or holidays refunds are not available. For those parents who will be accessing additional 'paid for' places please see the Charging Policy included in this policy.
9. The closing date for applications for September 2018 admission is February 2018. When admissions and places have been finalised parents will be notified of the outcome by letter on 10th March 2018 with a parental reply date of 31st March 2018.
10. Each Nursery intake will be staggered. Children will be welcomed in small groups, providing opportunity for children to become well established with Nursery routine and staff.
11. Parents are advised that a poor record of attendance may lead to the place of their child being given to someone else.

In March of the admission year, parents are offered a place for their child in Nursery. Those parents who accept places are subsequently invited to a welcome meeting in June/July. At this meeting, parents are given information about the Early Years Foundation Stage Framework, a date for an afternoon visit is also given as well as a September starting date. The Nursery teacher will also explain the procedure for the staggered admission of the children.

At the welcome meeting parents are encouraged to ask questions and voice any concerns they may have. To stress the importance that we place upon the child's first experience of Nursery, the meeting is also attended by members of the School's Leadership Team and of course the Nursery staff.

At Acre Hall we offer a home visit to all new Nursery pupils. This is an opportunity for the staff who will be teaching the children to meet them in a familiar environment and ask about anything that school will need to know to help them settle.

The children are admitted into the Nursery in age and previous experience order in small groups over a period of a few weeks. It is important that the children are given time and help to get used to their new environment and to the Nursery staff. The length of time the child stays in Nursery gradually increases and we find this to be successful way for the children to settle quickly into Nursery-life. Each child is treated as an individual and the settling in period is very flexible and can be adapted to meet the needs of each child. We stress the importance of parents and staff working together to ensure that the child's first experience of Nursery is a happy one.

Acre Hall Nursery Charging & Remissions Policy

Updated April 2018

1. Places offered in Nursery are on a part-time basis (15 hours) and are offered over 5 mornings (8.45am to 11.45am) or 5 afternoons (12.30-3.30) across the course of a school year with 26 places available at each session. "Universal Entitlement"

From September 2017, working parents may qualify for "Extended Entitlement" of 30 hours free childcare. This will be offered over 5 days (8.45am – 3.30pm) across the course of the school year. There will be a charge of £3.00 per day to cover the lunchtime stay. Please check your local council website for information on how to apply for "Extended Entitlement".

2. Where spaces are available, once all applicants have been allocated a "Universal" or "Extended" place, there will be the opportunity for parents who only qualify for 15 hours to access any additional 'paid for top up' sessions in order for their child to attend the Nursery beyond the free "Universal Entitlement" allowance of 15 hours. (In accordance with the Nursery Admissions criteria).
3. Where Acre Hall Nursery offers extra 'paid for top up' sessions, above the "Universal" entitlement, a charge of £4.00 per hour x 3 hours = £12.00 per session will be made and an additional charge of £3.00 to cover a lunch time stay (total £15.00 per session).
4. The charge of £15.00 per session (£12.00 & £3.00 for lunch time stay as above) is set to cover costs and is reviewed annually by the Governing Body to be in line with Local Authority guidelines and other providers. No increase will be made without at least one month's notice being given.
5. There is no remission of charges if the child misses 'paid for' sessions through illness or family holiday. If the additional hours are no longer required, a month's notice should be given.

Payments will be requested in advance, on a weekly basis. Acre Hall use a cashless system and therefore all payments are to be made via Parent Pay, details will be sent out once your child has started in nursery.

6. If payment has not been received by the due date, then the sessions may be withdrawn.
7. Late arrival at the start of the session does not permit late collection at the end of the session. The Nursery is required to meet statutory adult to child ratios and therefore children must be collected on time. Late collections will be charged for and invoiced separately.
8. If a child is collected earlier than the stated contractual time, the full fee still applies.
9. If parents fall into arrears of payments, access to the extra 'paid for' sessions will be withdrawn by the Executive Principal in consultation with the Chair of Governors.

Please sign below to confirm that you accept the terms and conditions of this charging policy

Name:

Signature:

Child's Name

Date

Monitoring and review

This policy is monitored on a day-to-day basis by the Head of School, who reports to governors on request about the effectiveness of the policy.

Approval by Local Governing Body and Review Date

This policy was formally approved by the Local Governing Body at a formally constituted meeting.

Signed: _____ (Chair of Governors)

Date: _____

Review date: _____

End of policy