

# Central Community Nursery School



## Admission Policy

**Date of Policy: June 2016**

**Date of next review:**

The Governors of the school are responsible for admissions and comply with the City policy on admission to nursery and infant school. Our school is committed to responding to the needs of all families including those who are most vulnerable. We have 52 places in our nursery.

### Education Sessions: three year olds

Children can start claiming up to 15 hours of free nursery education once they turn three. The date from which they can claim will depend on when their birthday is.

Child's birthday:

1 Jan – 31 Mar

1 Apr – 31 Aug

1 Sep – 31 Dec

Start date:

the beginning of the term on or after 1 April

the beginning of the term on or after 1 September

the beginning of the term on or after 1 January

These can be taken as:-

- Five, three hour sessions
- One full day (9-3.30) and three half days
- Two full days (9–3.30) and one half day

### Additional Child Care Sessions: three year olds

We offer day care from 8.00 – 3.30 during term time. This can be accessed once a child is old enough to attend nursery. Children requiring care above the 15 free hours will need a care contract. For details of sessional charges please ask at the office. The cost of meals is included in the session price for child care.

We accept various work related vouchers.

We work in partnership with Allestree School's Out Club who provide child care before 8am, after 3.30pm and during the school holidays.

### Education Sessions – two year olds

Qualifying children can start claiming up to 15 hours when they turn two. The date from which they can claim will depend on when their birthday is.

Child's birthday:

1 Jan – 31 Mar

1 Apr – 31 Aug

1 Sep – 31 Dec

Start date:

the beginning of the term on or after 1 April

the beginning of the term on or after 1 September

the beginning of the term on or after 1 January

These can be taken as up to five mornings or five afternoon sessions.

## **Child Care Sessions: two year olds**

Children who do not qualify for two year old funding may still access the provision. There is a charge for attendance. Children requiring two year old care will need a care contract. For details of sessional charges please ask at the office. We accept various work related vouchers.

## **Criteria for allocation**

### **Criteria for allocation for fifteen hours of funded education - three year olds**

Children will be given priority according to the following criteria:-

- Children identified or referred in relation to being in need or at risk
- Children identified or referred in relation to a Special Educational Need
- Children attending Central Nursery two year old provision
- Age of child
- Length of time on waiting list

### **Criteria for allocation of places within Enhanced Resourced facility - three year olds**

Children will be given priority according to the following criteria:-

- Children identified or referred in relation to a Special Educational Need
- Children identified or referred in relation to being in need or at risk
- Availability of designated places
- Children attending Central Community Nursery Two Year Old facility
- Age of child
- Length of time on waiting list

### **Criteria for allocation of additional child care sessions - three year olds**

Children will be given priority according to the following criteria:-

- Children who are accessing fifteen hours of funded education at Central Nursery School

- Working families
- If a particular session is full then a waiting list will be created and length of time on waiting list will be considered

## **Criteria for allocation for fifteen hours of funded two year old provision**

Children can claim a free two year old place if parents receive one or more of the following:

- Income Support
- Income-based Job Seekers Allowance
- Employment Support Allowance
- National Asylum Support Service
- Pension Credit
- Child Tax Credit and/or Working Tax Credit if income is £16,190 or less
- The child is looked after by Derby City Council
- The child has a disability and the parent claims PIP, DLA or has an EHCP in place

Parents can apply for funding through Derby City Council at [www.derby.gov.uk/education-and-learning/parental-support/free-early-learning/](http://www.derby.gov.uk/education-and-learning/parental-support/free-early-learning/) or phone the Families Information Service on 01332 642610 or 642609

The council will write a letter which must be brought to the nursery in order to register the child for a two year old funded place.

## **Criteria for allocation of additional child care sessions - two year olds**

Children will be given priority according to the following criteria:-

- Children who will be accessing fifteen hours of funded education at Central Nursery School
- If a particular session is full then a waiting list will be created and length of time on waiting list will be considered

## **References / Links to other Policies & Procedures**

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**Chair of Governors:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_