

West Twyford Primary School

Nursery Admissions Policy



West Twyford
Primary School

Policy agreed date:	Autumn 2024
Policy review date:	Autumn 2026
Approved by:	Resources

Nursery Admissions Policy

1. General

This policy is intended to identify and clarify the admission procedures for West Twyford Primary School nursery.

West Twyford offer part-time free 15 hour places in the morning and afternoon as well as the 30 hours free full-time childcare. Information on the 30 hour childcare provision and eligibility can be found on the following website: <https://childcare-support.tax.service.gov.uk>

Children will only be admitted into the nursery the term after their 3rd birthday. **However, the headteacher may waive this in exceptional circumstances.**

The times for the nursery are set out below:

- 8:45 – 11:45am morning nursery
- 12:30 – 3:30pm afternoon nursery
- 8:45 – 3:30pm full-time nursery

West Twyford will aim to have only have one intake in September for nursery however if there are still spaces during the year there may be another intake in January.

The maximum number of children that can be accommodated is 42 places (8 full-time and 17 part-time). This is 50 sessions per week.

The admission number is split to provide 8 full-time places, 17 part-time morning places and 17 part-time afternoon places. However, this could change based on the uptake of each place. The school will aim to fill as many of the 50 sessions per week

There are additional fees for full-time places which are detailed later in the policy.

2. Applications

Applications for West Twyford nursery must be made using the application form provided by the school and will be handled directly by the school.

Applications will be numbered upon receipt and will be allocated on a first-come first-served basis. There is no priority given to children with siblings already attending the school or how close you live to the school. However priority is offered based on the following criteria:

1. Children looked after, or who have an allocated social worker who has provided written support of the application or children who are the subject of adoption, residence order, child arrangements order or special guardianship order who were previously looked after by a local authority.
2. Children with a professionally supported exceptional medical need or exceptional social need.

Parents who want their child to have a full-time place must inform the school by 31st March of the year their child is starting nursery. Notification of successful/unsuccessful applications will take place in the April of the year they are due to start nursery.

Parents must also provide the child's birth certificate, proof of current address and ideally proof of nationality such as a passport. A child will not be permitted to start in the nursery until the birth certificate and proof of address is provided. The offer of a place may be withdrawn if false or misleading information is given.

For children who spend part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday night 1800hrs to Friday 0900hrs) with a parent.

Children born in the same academic year or have the same birth date from the same family will not be separated, all children will be accommodated in the same nursery space if ratios allow.

4. Allocation of places

The following criteria will be followed to determine the offer of full-time and part-time places.

The school will offer a maximum of 8 full-time places and 34 part-time places (17 AM and 17 PM). This will be Monday to Friday, term time only, between the hours of 8:45am to 3:30pm. This will include the 15 hours per week of free nursery provision for part-time and the additional 15 hours a week to make the full-time 30-hour provision. Once a full-time place has been allocated the child must attend for those sessions; a part-week option is not available.

Applications will be numbered in the order they are given to school office (with or without the passport/birth certificate) and allocated on a first-come first-served basis. The 30-hour eligibility code must be given to the school by 31st March of the year their child is starting nursery. If a child becomes eligible for 30 hours after this deadline, they will be added to the waiting list and offered a place when one becomes available. Parents must apply for the 30-hour code 1 term before they can start.

Full-time nursery is also available for parents who are not eligible for the 30 hours free childcare; the fees for full-time provision are below.

	Cost per week	Cost for lunch hour	Total cost per month*
30-hour free childcare	N/A	£50 per week + £2.40 per day for a hot meal (or packed lunch provided)	£200 + lunch *based on actual days of attendance
Full-time paying childcare	£200	£50 per week + £2.40 per day for a hot meal (or packed lunch provided)	£1,000 + lunch

The part-time places will be allocated on a first-come-first-served basis if the parent indicates a preference on the application. Once these places are full, parents will be offered the alternative provision regardless of parent's preference.

A parental agreement will be sent to successful full-time nursery applicants and must be signed before the child starts at nursery.

5. Waiting list

A waiting list will be held of unsuccessful applicants in case places become available during the year. This will also be numbered and allocated in numbered order. In-year applications will also be added to the waiting list. No account is taken of the time spent on the waiting list. The waiting list will be retained until the following April after the intake.

Children who turn 3 after the 1st September of the intake year may receive a place if there are places available. These children will stay in nursery for the remainder of that academic year as well as the following year before they are eligible to go into Reception.

6. Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place by replying to the offer letter sent to the address we have on file. It is the parents' responsibility to inform the school of any change to their address or contact number.

The reply must be returned by the date specified in the letter. If no reply is received, a further written reminder will be sent. Failure to respond will result in the place being withdrawn and offered to the next applicant.

Attendance at the nursery at West Twyford Primary School does not guarantee admission to the reception class

Date agreed by Governors: Autumn 2024

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