



# Clipstone Brook Lower School

## Clipstone Brook Lower School Nursery Admissions Policy 2024- 2025

Admissions to the nursery are managed by the school and not the Local Authority.

### **Nursery Intake**

The Nursery Class has a yearly intake each September. Children are eligible for a place during the academic year following their third birthday. Any spare places will be allocated during the year, as they become available, providing that the child will be four years of age during the academic year in which they enter nursery.

### **Aims**

#### **Our aims are:**

- To ensure access and entitlement to the benefits of high quality, child focused nursery education.
- To establish an admissions policy governed by a clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and that we make the very best use of our resources.
- To provide high quality, child focused nursery education to children and families in our local community.

### **Criteria for Admission to the Nursery**

The Nursery Class at Clipstone Lower School is a 32 place Nursery based on 2 sessions per day: 16 children can attend each morning and 16 children in the afternoon.

The government funds all children for 15 hours a week. In addition, working parents may qualify for an additional 15 hours, giving them a total of 30 funded hours per week.

#### **Applying for 30 hours funding.**

#### **Please go to the website to access information about applying for 30 hours funding:**

[www.centralbedfordshire.gov.uk/children/childcare/financial-support/free-childcare-3-4-year-olds.aspx](http://www.centralbedfordshire.gov.uk/children/childcare/financial-support/free-childcare-3-4-year-olds.aspx)

**Please note that eligibility is only valid for 3 months.** You will need to reconfirm your eligibility every 3 months and pass the new code to the school office each term so that your child is able to keep their funded place.

If you are unable to get funding as you are not eligible, you have the option of paying for your child's full-time place.

Please be aware the government funding, whether 15 or 30 hours, can only be used for the sessions, not for the Lunch Club.

## **Paying for additional hours**

If you are paying for your child's place, you must make a payment each month. The first invoice will be due by 31st August for September's sessions and monthly thereafter. Invoices will be sent to parents via email. The cost of care per additional session is £15\*\* (each 3 hours session).

Details will be included on each invoice. If you are paying using Tax Free childcare scheme please pay via your account. We currently accept them from a number of schemes please check if the school is registered with yours.

Fees are calculated by the number of sessions per term and not by attendance. There are no reductions for absences.

## **Place Allocations and Over Subscription Criteria**

Place allocations will be confirmed by Friday 3<sup>rd</sup> May 2024. Parents who accept a place will be expected to commit to taking up the place for the whole academic year.

Places will be allocated under the following criteria:

1. All Looked After Children or children in the catchment area that were previously looked after.
2. Children living in the catchment area who are subject to either a Child Protection or Child in Need Plan.
3. Children requiring 30-hour placements.
4. Children living in the catchment area with siblings in the school.
5. Children living in the catchment area.

If a place has been allocated and there is no recent communication from the parents, the place will be withdrawn. We are unable to keep places open in the event that there has been no communication or if the child is absent for a period of over two weeks with no approval.

The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school. Starting school applications must be made to Central Bedfordshire Admissions as normal.

## **Nursery Session Time Options**

At Clipstone Brook Lower School two sessions are offered; a morning (8:40am - 11:40 am) session or an afternoon session (12:20 midday – 3:20pm). Your child can attend either or both, subject to availability- see the criteria above.

**Lunch Club-** for pupils who are staying for both the morning and afternoon session, parents will need to book in for the lunch club at an additional cost of £4\*\* per day. Parents will be expected to provide a packed lunch or purchase a school lunch. School dinners should be ordered and paid for in advance via SchoolGrid.

## **Nursery Open days**

- The Nursery Class will hold an Open Afternoon for parents & an Open Day for parents & children during the summer term each year, prior to children starting the following term.

- Children admitted outside of the termly intakes will be invited to visit the nursery for a play session before they actually start.

### **Leavers During the Year**

If a child is going to leave the school during the school year, parents must give the school a minimum of 4 weeks' notice.

Please note invoice charges will apply for this period.

### **Attendance & Loss of Nursery Place**

- If attendance and punctuality is poor or erratic, the nursery staff will talk to parents and remind them that for the child to benefit fully from nursery education, their attendance needs to be regular and punctual.
- If, after a period of two weeks' attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with a Senior Staff Member from the school.
- If, following the meeting, there is no sustained improvement in attendance the child will lose their place. Parents will be notified of the loss of place in writing.
- If a child is absent for a period of time without any contact from the parent, the child will lose their place. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.
- All holidays within term time will be marked as unauthorised unless agreed by the head teacher. Please note that holiday leave longer than two working weeks may result in the child losing their place. Requests should be made a minimum of 4 weeks prior to the holiday via the Request for Absence Form.

### **Transfer from Nursery to Reception Class in the School**

- Please be aware that a place in the Nursery **does not** guarantee a place in the school and that they must still go through the correct Central Bedfordshire admissions procedure.
- The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send out reports and assessments to the school admitting the pupil as appropriate.
- If a child is not offered a place in the school of their choice, there will not be an option for children to remain in the nursery for the following academic year.

*\*\*Pricing is subject to increase for September 2024.*