

**Denton Community Primary School and Nursery**

**Nursery Admissions Policy**



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## Admissions Statement

Denton Community Primary School has a Nursery Class (Rainbow Fish). Although the Nursery forms part of the school we manage the Nursery admissions separately. Admissions to Reception Classes in September are governed by East Sussex County Council using a predetermined timetable and set of criteria. Admissions to the Nursery are managed by the School Business Manager. A Nursery application can be made at any time in the academic year.

**It is important to note that admission to the Nursery is NOT a guarantee of a Reception place in Denton Community Primary School.**

## Aims

The aims of this policy are:

To establish an admissions policy governed by clearly defined criteria that may be promulgated to Parents and other professionals.

To ensure that access and entitlement to our Nursery is fair and equitable.

## Eligibility and criteria for admission

Children are generally eligible for a funded place at the Nursery in the term after their 3<sup>rd</sup> birthday. This funding entitles the child to five 3 hour sessions (15 hours 8.30am – 11.30am) per week within the Nursery. The qualifying funding dates are set out below:

For children born between	Funding will start from
1 <sup>st</sup> April and 31 <sup>st</sup> August inclusive	1 <sup>st</sup> September following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December inclusive	1 <sup>st</sup> January following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March inclusive	1 <sup>st</sup> April following their 3 <sup>rd</sup> birthday

The school Business Manager will offer children a place once they have reached their 3<sup>rd</sup> birthday according to the criteria in the following order of priority.

1. Children who will have their 4<sup>th</sup> birthday before August 31<sup>st</sup> in the year of admission living in the catchment area
2. Children in the care of a Local Authority
3. Children with a compelling educational and/or social or medical need as referred by a professional (e.g. Social worker, Speech Therapist, Health Visitor, Doctor)

4. Children who have an elder sibling attending Denton Community Primary School in the September of the year of admission, and who live at the same address, within the pre-defined community area\*
5. Children of staff members contracted to work at the school in question where:
  - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Other children living within the pre-defined community area\*
7. Children who have an elder sibling attending Denton Community Primary School in the September of the year of admission, and who live at the same address, outside the pre-defined community area\*
8. Other children living outside the pre-defined community area\*

\*Each home address within the county falls within a community area although living within the community area does not guarantee a place. Details of the pre-defined community area for each school can be found here: [Find my community area \(primary and junior\) | East Sussex County Council](#)

#### **Tiebreaker**

In the event of oversubscription within any priority, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line. This will be measured from the address point in the school (supplied by Ordnance Survey) to the address point in the family home.

In the event that applicants cannot be prioritised using the tiebreaker because the distance measurements are the same, the school will use random allocation to decide which children will be offered the remaining places. This will be done electronically using random selection software.

Within the above criteria, each application is always considered very carefully on its individual needs. The Governing Body is the admissions board for the nursery and therefore reserves the right to change the above criteria in exceptional circumstances. Exceptional circumstances would only be applied to improve fairness and better support the local community.

Applications to the Nursery can be made at any time of year. An application form can be requested at the school office. Once an application has been completed an acknowledgment will be sent. It should be stressed that this receipt is confirmation that we have received the application and **NOT** an offer of a place.

## **Nursery consideration list**

We keep a record of applications to join the Nursery and organise this by date of birth. We use the criteria set out above to determine admissions throughout the year. Each term we review available places and use our admissions criteria to identify children who are eligible. Once we have identified children who are eligible we will contact the parent/carer in writing to confirm the allocated place. At this point parents and carers will be asked to notify the school of any changes to the original application and to confirm their acceptance of the place. Once a place has been accepted the offer will not be withdrawn.

## **Nursery Session times**

The Nursery session times run from 8:30-11:30am for morning sessions, 8.30-3pm for all day sessions. We also have an extra lunch session available for one hour 11.30-12.30 available to morning children. The Nursery follows the term dates and INSET days for Denton Community Primary School. It is possible for children to attend on a part time basis but this should be identified on the application form and discussed with the school Business Manager.

Sessions agreed cannot be changed during the term due to claiming the headcount funding. If you wish to amend your child's hours, please contact the school Business Manager to discuss this.

## **Late Collections**

The nursery session times finish at either:  
11.30am for the morning session  
12.30pm for the morning session plus lunch  
3pm for the all day session

**If you do not collect your child on time, there will be an hourly fee of £7.00 to pay.**

## **Settling in**

The Nursery has a settling in policy which sets out in detail the arrangements for settling a child into the Nursery. All children are offered a one session with the Nursery Teacher and Deputy Nursery Supervisor. Children will also be given the opportunity to visit the setting during session times. Once they start, a flexible and

individual program will be established through discussion between the child's key worker and the parent or carer.

## **Additional fees**

Children who are eligible for funding but claim in multiple settings, or require additional hours over the 15 maximum, will be charged for additional hours at a rate of £6.00 per hour, increasing to £7.00 per hour from 1<sup>st</sup> April 2025.

**These charges will be invoiced termly in advance.**

**If payment is not made, your child will forfeit these additional hours.**

## **30 hour childcare code**

For children accessing 30 hours free childcare, the 11-digit code, obtained from Gov.uk, must be provided to the school Business Manager a week before the end of the term so that this can be validated.

It is parental responsibility to renew this code regularly. If the code is not renewed in time, your child will not be able to access the 30 hours.

## **Uniform**

Nursery uniform is:

Navy jumper or cardigan – logo optional

Black/grey jogging bottoms/knee length shorts (buttons and zips difficult for little ones)

Black/grey skirt or pinafore dress

Blue and white dress

## **Changes to hours**

Should you wish to change your child's hours during their time in the nursery, parents should give the Nursery 1 terms notice if possible. We do understand that in

some cases this will be problematic so please talk to us if you have any concerns. Any changes in hours will occur from January, April and September.

## **Leavers during the year**

If a child is withdrawn from the Nursery during the school year, we cannot normally hold places open for children and once a child has left we will offer that place in accordance with our admissions criteria. If parents or carers later wish their child to return to the Nursery they will need to reapply for a place and the application will be considered with all others, according to the admissions criteria.

## **Attendance and loss of a Nursery place**

We would like to emphasise that if a child is to benefit fully from his or her time at Nursery then it is important that they attend regularly and on time. We recognise that circumstances can make punctuality and attendance difficult at times and we would encourage anyone experiencing problems with this to contact the school Business manager who will then try to find a solution with the family. In extreme cases of non-attendance, we will invite the parents for a discussion meeting. If we are unable to contact parents to discuss prolonged or repeated absence then this may result in the child's place being lost. In this case parents or carers would be notified in writing.

Holiday requests are authorized for 10 sessions. Any time over ten sessions will be recorded as unauthorized. Ten or more unauthorized sessions will result in notice being given and the child's place will need to be re-applied for in the next funding period.

## **Late Collections**

The nursery morning session ends each day at 11.30am (12.30pm if staying for lunch) or at the end of the day 3pm and we request that your child is collected promptly at these times.

If your child is collected more than 10 minutes late, an hourly charge of £7.00 will apply.

## **Transferring to Primary School**

It is important to reiterate that an allocated place in the Nursery is no guarantee of a place in the school. Parents must comply with the East Sussex County council school admissions procedure. Nursery Staff will advise parents and carers about the dates for applications. Nursery staff will liaise closely with colleagues in Reception classes to ensure a smooth transition to the child's chosen or allocated school. Reports and agreed records will be forwarded.