



Westfield Nursery School Admissions Policy

Vision

At Westfield Nursery we aim to deliver against our vision 'Inspired beginnings; outstanding futures'.

Rationale

Research shows us that children learn best when they are happy and secure in their learning environment and this is highlighted in the aims of the 'Welfare guidance' in the Early Years Foundation Stage (P.13). We believe it is necessary to ensure continuity and consistency for children during transition from home to nursery / nursery to reception/lower schools. In doing this we recognise children's experiences and individual needs. We value parents as children's primary educators and we aim to work in partnership with them.

Purposes

- We want children who feel secure, happy and confident at nursery
- We want children to develop independence to enable them to become independent, motivated learners
- We want the transition from home to nursery and nursery to school to be smooth
- We want children to feel included and valued
- We want parents to be actively involved in all aspects of their child's development. To enjoy two-way communication built on mutual trust and respect
- We want children to develop positive relationships with adults and other children
- We want a learning environment which promotes a broad and balanced curriculum as set out by the Early Years Foundation Stage, reflecting and enhancing children's interests
- We want adults to be sensitive and supportive, listening and interacting with each child.
- We want a learning environment that reflects a variety of cultural traditions, an environment which is accessible by children with different physical and intellectual needs

Guidelines

- Westfield Nursery **does not** have a catchment area.
- 3 & 4-year-old children are admitted to Westfield Nursery School on a termly basis, in the term following their 3rd birthday - depending on the availability of spaces.
- Children will usually be admitted into the afternoon nursery sessions for their 15 hours free education within our usual opening times if spaces are available. As the children become older we offer the option to move to the morning sessions if spaces are available. Should a waiting list need to be implemented priority will be given to the oldest children or those with special circumstances such as a child with a Child Protection Plan, LAC etc. Each session is of 3 hours duration either 8.45am – 11.45am or 12.30pm – 3.30pm, available Monday to Friday term time only.
- If children are eligible for 30-hour funding the session times are 8.45am to 3.30pm with parents currently paying for the extra 45minutes per day at a cost of £4.10. These children stay in one class.
- Parents of 3 and 4-year-old children can opt to pay for a full-time place in the 30-hour offer class. This is at a cost of £5.50 per hour.
- For funded 30-hour offer children we must have proof of National Insurance and the 30-hour offer code.
- Funded 2-year-old children are admitted to Westfield Nursery School's Bumble Bees class the term after their 2nd birthday and when they have been granted the two-year-old funding from Central Bedfordshire Council. This is free funding for 15 hours per week term time only. There are limited spaces and they are allocated on a first come basis. Currently these are taken as 5 x

3-hour sessions taken in morning sessions Monday – Friday, 8.45am – 11.45am or afternoon sessions, 12.30 – 3.30pm term time only.

- Funded 2-year olds must provide their funding letter.
- Parents of 2-year-old children can opt to pay for a 15-hour morning or afternoon session or a whole day at a cost of £5.50 per hour.
- Parents/carers and children are encouraged to visit the nursery prior to admission.
- Parents/carers and children are invited to informal intake meetings, where they gain information about the school and can meet the class teacher and teaching assistants.
- Parents/carers are asked to fill in an admission form.
- Parents must attend an ‘in-school’ visit so that we can find out about the child’s interests, and answer any questions the parents may have.
- The child’s birth certificate must be provided.

Policy Reviewed November 2017

To be reviewed: Autumn 2018

Adopted by governors