



## 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. We believe it is necessary to ensure continuity and consistency for children during transition from home to Nursery / Nursery to Reception. 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
- Children to develop independence to enable them to become independent, motivated learners
- Children to feel included and valued
- Children to develop positive relationships with adults and other children
- The transition from home to nursery and nursery to school to be smooth
- Parents to be actively involved in all aspects of their child's development. To enjoy two-way communication built on mutual trust and respect
- 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
- A learning environment that reflects a variety of cultural traditions and which is accessible by children with different physical and intellectual needs
- Adults to be sensitive and supportive, listening and interacting with each child

### Guidelines

#### 3-4-year olds

- We offer 15 hour or 30-hour government funded provision
- We offer 33.75 hours for a full week, if there are spaces available
- The eligibility criteria for 30-hour free childcare is set by the government and displayed in the school entrance hall. Contact [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- Our maximum intake is 78 spaces AM and 78 spaces PM
- Children are admitted to Westfield Nursery School on a termly basis, in the term following their 3<sup>rd</sup> birthday, if there are spaces available
- Children will usually be admitted into the afternoon nursery sessions for their 15 hours free education within our usual opening times if there are spaces available. As the children become older, children move to the morning sessions, if/ when there are spaces available
- Westfield Nursery **does not** have a catchment area
- Should a waiting list need to be implemented priority will be given to:
  - Children who attend the two-year old class
  - Children who already attend who are increasing their sessions
  - Looked After Children (LAC)/ Children subject to Special Guardianship Order (SGO)
  - Children who are subject to a Child Protection Plan (CP)
  - Children with a Special Educational Need or Disability (with an EHCP Plan)
  - Children of staff
  - Children who have siblings already attending Nursery
  - Children who are on the waiting list from the previous term
  - Children by birth date

## **Admissions criteria are applied to each admissions intake**

- Each 15-hour provision is of 3 hours duration approximately  
Caterpillars 8.40-11.40am & 12.30-3.30pm/ Butterflies 8.45-11.45am & 12.30-3.30pm
- Each 30-hour provision is of 6 hours 45 minutes in Ladybirds is from 8.35am to 3.20pm with parents paying for the extra 45 minutes at a cost of £4.50 per day. The eligibility code, expiry date and National Insurance Number must be shown in advance of a child starting; along with the first half termly payment. Where these are not supplied the Nursery will retract the place
- Parents can request to pay for a full-time place. This is at a cost of £6.00 per hour, if there are spaces available

## **Lunches**

- Our maximum intake is 32 spaces for children who stay for lunch

## **2- year olds**

- Our current intake is 16 2-year old spaces AM and 16 2-year old spaces PM
- Funded 2-year-old children are admitted to Bumble Bees class the term after their 2<sup>nd</sup> birthday when they have been granted the two-year-old funding. 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 in Bumble bees Monday – Friday, morning sessions 8.50am – 11.50am or afternoon sessions, 12.25 – 3.20pm term time only
- Funded 2-year olds must provide their funding letter
- Parents of 2-year-old children can request to pay for a 3-hour morning or afternoon session
- Priority is given to children eligible for funding

## **General**

- Parents/ carers are encouraged to visit, and should they want a place to complete a waiting list form. Parents will be contacted the term before children are due to start (visits are currently virtual)
- The child's birth certificate must be provided
- Parents are contacted by phone the term before to ensure they want a place and an offer letter together with entry forms are sent the half term before a child can start and these need to be returned to secure a place
- Regular attendance is important for children's well-being and progress
- We operate an inclusion and equality policy to ensure all children have access to Nursery
- Parents/carers and children are encouraged to visit the nursery prior to admission
- Parents/carers and children are invited to an intake meeting, where they gain information about the school and can meet the class leader and teaching assistants (currently virtual)
- Parents/carers are asked to fill in an admission form
- Staff endeavour to undertake a home visit but if this cannot be arranged parents are asked to attend an 'in-school' visit. The purpose is to so that we can find out about the child's needs and interests, and answer any questions the parents may have (currently a 'Getting to know you call')
- The settling in period is generally timed over a week but is flexible to meet the needs of each child
- The Governing Body are kept informed of the numbers on roll
- Any appeals against non-admission must be made in writing to the Chair of the Governing Body via the school office to be dealt with by the governing body
- If the Nursery is full, parents will be sign-posted to the Dunstable Locality Children's Centre (Beehive), so they can be sign-posted to other settings
- When considering admissions, we are mindful of the staff: child ratios and the facilities available at Nursery
- Parents need to complete applications to Central Bedfordshire to secure their children's Reception place

Policy Reviewed November 2020

To be reviewed: November 2021