



## 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 happy, confident secure and valued
- adults who are sensitive and supportive role models
- children to become independent, motivated learners
- children to develop positive relationships with adults and other children
- the transition from home to nursery and nursery to school to be smooth
- parents/ carers to be actively involved in all aspects of their child's development, enjoying two-way communication built on mutual trust and respect
- to promote a broad and balanced curriculum 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

### Guidelines

- Westfield Nursery **does not** have a catchment area and takes children from across Dunstable, Houghton Regis and the surrounding villages

### 3-4-year-olds

- Our pupil admission number is 156
- 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
- We offer 15-hour or 30-hour government funded provision, if children change from 15hour to 30 hour or visa versa they will move class
- Should a waiting list need to be implemented priority will be given to:
  1. Looked After Children (LAC)/ Children subject to Special Guardianship Order (SGO)
  2. Children with a Special Educational Need or Disability with an EHCP Plan
  3. Children who are subject to a Child Protection Plan (CP)
  4. Children who attended the two-year old class
  5. Children of staff
  6. Children who have siblings already attending Nursery
  7. Children who already attend who are increasing their sessions
  8. Children who are on the waiting list from the previous term
  9. Children by birth date

*Admissions criteria are applied to each admissions intake*

### 15-hour places

- 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
- Each 15-hour provision is of 3 hours duration in Dragonflies or Caterpillars class with times from 8.45-8.55am and collection from 3.20-3.30pm

### 30-hour places

- The eligibility criteria for 30-hour free childcare are set by the government and displayed in the school entrance hall. See [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- 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
- There are two classes, Caterpillars and Butterflies open between 8.35-8.45am with collection between 3.10-3.20pm
- We offer 33.75 hours for a full week, 6 hours 45 minutes daily if there are spaces available.
- Parents/ carers are required to pay for the extra 45 minutes at a cost of £4.50 per day
- 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

### 2-year-olds

- Our current intake is 16 2-year-old spaces AM and 16 2-year-old spaces PM
- Children are admitted the term after their 2<sup>nd</sup> birthday
- Bumble Bees class Monday – Friday morning sessions 8.45-8.55am – 11.40-11.55am or afternoon sessions 12.30-12.40pm – 3.20-3.30pm term time only
- Funded 2-year-olds must provide their funding letter
- 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
- Priority is given to children eligible for funding
- If there are spaces available after funded children have been accepted parents/ carers can request to pay for a 3-hour morning or afternoon session

### General

- Parents/ carers are encouraged to visit, and should they want a place to complete a waiting list form
- Parents/ carers are contacted the term before the child is due to start to ensure they still want the place and an offer letter together with entry forms are sent, these need to be returned to secure a place
- The child's birth certificate must be provided
- Regular attendance is important for children's well-being and progress
- Parents/carers and children are invited to an intake meeting/ school visit, where they gain information about the school and can meet the class leader and teaching assistants
- During a home visit/ getting to know you visit at school we begin the process of learning about prior learning, likes or dislikes and needs or requirements
- 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
- We operate an inclusion and equality policy to ensure all children have access to Nursery
- 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
- Children's needs are placed at the heart of decisions. If children need a longer settling period, this is implemented
- If children are not coping with sessions, as seen through their behaviours, we will contact parents/ carers to collect them

