



Elton Primary School & Nursery

# Nursery Admissions Policy

*In our school, the wellbeing and education of all our children comes first*

<b>Full Governors</b>	Summer 2023
<b>Review</b>	Summer 2024

## Elton Primary School and Nursery Admissions Policy

Children can join our Nursery from the age of 2.

Those children, who join at 2 years of age, will pay for the sessions, which they attend. Some children are entitled to funding for up to 15 hours. You can check eligibility at <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/free-childcare-places-for-two-year-olds>

Children who join before the start of the term after their 3rd birthday will pay for the sessions that they attend. From the start of the term after their 3rd birthday, children are entitled to 15 hours per week free nursery provision (some children, on a means tested basis, will be entitled to 30 hours).

- Sessions must be booked for the term and permanent changes to the sessions attended, may only be made at the start of a term. If numbers allow, adhoc sessions can be booked and paid for.
- Children may take their 5/10 sessions over 5 full days. There are 10 sessions per week (5 mornings and 5 afternoons) and a maximum of 30 children may attend a session.

In the event of sessions being full, the following will be applied:

- Priority given to those children already attending the Nursery
- Priority given to the older children
- Priority given to children who already have siblings in the school
- Priority to those who have been on the waiting list from the earliest date

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

### Oversubscription criteria

Where more applications received than there are places available, the criteria is as follows:

- Places will be offered firstly to Looked After Children and previously looked after children
- Places will be offered to children who have a brother or sister, including an adopted, foster, half- or step brother or sister, living at the same address who are attending Elton Primary School at the time of admission.
- Places will then be offered in cases of exceptional family, social or medical need
- The remaining places will be offered to children who live nearest to the school

Please be aware that attendance to our school Nursery class does not provide any priority in the application process for Reception. (Please see Cheshire West and Chester Council's website for details about the Reception Class admission procedure.)

All applications for Reception class places, must be submitted to the Local Authority, by the required date. The Local Authority allocates all places for Reception. Our school does not have any input or influence on the allocation of places.

Prior to a child attending the Nursery, parents must complete an admission form, session request form and medical information. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities,

dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. Once these forms are complete, the Nursery staff will contact parents/carers to arrange transition sessions in order to support their child in the settling in process. These sessions are completely bespoke and will be tailored, to suit the needs of the individual child.