



St Chad's C of E Primary School Policies & Procedures

Policy Title: Nursery Admissions

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Approved by	Local Governing Board
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In the light of God, we care, we share, we laugh, we learn.

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Nursery Admissions

1.0 Introduction

St Chad's CofE Primary School Nursery (St. Chad's Nursery) is a 26 place nursery that offers fully flexible provision. All children over the age of 3 can access 15 funded hours of childcare.

Parents can apply at any stage of the year, and children can start at any time throughout the year provided they are over the age of 3 and we have spaces.

If eligible children can access a 30-hour funded place the term after their third birthday. Additional sessions can be paid for at a cost of £5.00 per hour if space is available.

2.0 Eligibility Criteria for 30 Hour Places

Parents must meet the government criteria for eligibility:

- Child must be three or four years old;
- Both parents must be working or the sole parent working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Minimum Wage;
- Each parent must have an annual Income of less than £100,000.

Parents must apply to HMRC in order to be eligible for 30 hours of funded provision, and must then meet St. Chad's Nursery admission criteria.

3.0 Nursery Attendance Patterns (Core Hours)

In line with statutory changes our core hours are as follows:

- 9 – 3pm (full day)
- 9 – 12pm (morning session)
- 12 – 3pm (afternoon session)

Attendance Pattern	Core Hours	Charges
15 hours free provision	9 – 12pm	free of charge
15 hours free provision	12 – 3pm	free of charge
Two and a half days	Full days from 9 – 3pm and parents and/or carers to identify the days required.	free of charge
30 hours of free provision	5 days comprising 10 sessions: <ul style="list-style-type: none">• Morning sessions 9 - 12pm• Afternoon session 12 – 3pm	Free of charge

4.0 Nursery Attendance Patterns (Non-Core Hours) and Charges

St. Chad's Nursery offers non-core hours with an early start and late finish which is part of our nursery provision.

An early start and late finish can be booked if your child is staying for the full day. The optional charge is £2.50 for an additional 30 minutes which is:

- Early start 8.45 – 9.00am
- Late finish 3.00 – 3.15pm

The early start and late finish align with St. Chad's CofE Primary Schools start and finish times.

St. Chad's CofE Primary School before and after school club (referred to as OOHA) can be accessed by our children accessing St. Chad's Nursery. OOHA operates from 7.30am until 8.45am and from 3.15pm until 6pm. A separate enrolment is required details of which can be found St. Chad's website (<https://www.st-chadsprimary.co.uk/ooha-club>) or by contacting the school office (office@stchadsprimary.net).

Early Start and Late Finish	Non – CORE HOURS
8.45 am – 9.00 am 3.00 – 3.15 pm	Optional charge of £ 2.50 (for both) <i>*This can be booked if your child is staying for the full day.</i>

5.0 Partnerships with other Providers

St. Chad's Nursery work collaboratively with other settings in order to ensure the needs of children who access nursery provision across more than one provider are met.

6.0 Admission of Children in Nappies

Most children are expected to be able to use the toilet with supervision by an adult, if required, upon entry to nursery.

Children who still have continence issues at nursery admission ages will not be refused entry to the school nursery, however, we politely ask that toilet training is underway.

For children with Special Educational Needs or medical needs we will liaise closely with families to support the needs of the child.

7.0 Visits and Transition into Nursery

Initial visit will include one of the following as appropriate:

- home visit by nursery staff to visit the child/parent or carer in their home or
- visits by the child/parent or carer to the nursery setting outside of operational hours to meet the nursery staff.

During this initial visit transition into nursery will be discussed and parents and/or carers and children will be invited to 'stay and play' sessions.

These sessions support parents and/or carers and children in becoming familiar with nursery environments for learning, adults working in nursery and playing in close proximity to other children.

We work closely with parent/carers to ensure the transition is appropriate for their child.

8.0 Key Workers

Key workers are staff working in Nursery during the main sessions on a daily basis.

Children are assigned a key worker during their transition into Nursery.

9.0 Monitoring and Review

This policy will be reviewed annually by the Headteacher.