

Introduction

The Nursery has capacity for 26 children. School offers both full time and part time places based on a maximum of 26 children in the nursery at any one time. Children can attend nursery as soon as they turn 3 years only, however, Government funding (15 hours and extended hours funding) is only eligible from the start of the term after the child turns 3. Places will be chargeable in this instance (see below for pricing). This policy has been written to ensure fair admission to the Nursery places.

Term times/Opening Times

The term times follow the school dates and holiday provision is not part of the offering.

Opening hours will mirror the school day which starts at 8.50am and finishes at 3.15pm. The school week totals 32 hours and 5 minutes include an hour per day for lunchtime. Part time children attend Monday to Friday: the morning runs from 8.50-11.50; and the afternoon from 12.15-3.15.

APPLICATIONS

Parents may apply for a place in the Nursery by completing The Gates application form and handing in at the school office with proof of date of birth (birth certificate or passport) and the desired start date. School will accept applications in advance of the proposed start dates and these applications will be placed on a waiting list to be reviewed against other applicants in accordance with the criteria below.

Please note: Applications will not be accepted without proof of date of birth.

ADMISSION CRITERIA

Priority will be given to children that require a full time place. The criteria below is then applied if there is a waiting list.

1. Children in public care (Looked After Children) who are in the care of the Local Authority. Children in public care are either on care orders made by a court or accommodated by the council at the parents/carers request. Children in care may live in foster homes, in residential homes, with relatives or continue to live at home.
2. Other children who are considered 'vulnerable' whose application for The Gates Nursery is supported by the Assistant Director of Social Care. This will include: -
 - Children for whom there is a child protection plan or has been within a 12 month period.
 - Children who have had a period in care within the last 2 years and are still receiving social care services.
 - Children who are of significant risk of becoming looked after.
 - Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.
3. Any children that are already in the nursery class from the previous school year
4. Children who have siblings in Reception to Year 6 at the time of admission (siblings include full, step, half, foster and adopted brothers and sisters living at the same address).
5. Children that are the shortest walking distance from school
6. Children that have been on the waiting list for the longest (from date of application)

Offers and Acceptances

Firm offers of a place in nursery will be confirmed in writing and acceptances should be made by completing and returning the appropriate form within a week of receipt. Places are allocated as soon as this is returned and a verbal acceptance is not sufficient. Parents are required to sign the Nursery Provision Parent Contact and the Parent Declaration Form once the place has been accepted before the child's start date. If a child does not receive a place they will be added to the waiting list and any place that becomes vacant will be allocated according to the admissions criteria above.

CANCELLATION

If the place is no longer required by your child we require a term's notice to cancel the place to allow the opportunity for another child to take up this vacant position. Charges are payable if this notice is not given.

CHARGES

The school day runs from 8.50am -3.15 and this equates to 32 hours and 5 minutes. Any hours above the Government funding (either 15 hours or 30 if you are eligible) will be chargeable if your child remains in school for the whole school day.

- If you are in receipt of the Government 30 hours funding the charge for the additional time in school will be a flat fee of £24 per week.
- If you are in receipt of the Government 15 hours funding only then the charge for the week is £90 per week.
- If your child is 3 but not yet eligible for any funding the weekly charge is £170.

Please see the School Payment Policy for details of how these payments will be managed.

Invoices will be issued on a Friday for the following week and are payable on Monday morning in advance.

No refund will be given if a child is absent and there will be no refund for partial weeks. The school year is 38 weeks.

Please note:

SCHOOL LUNCHES

School lunches are provided by the Local Authority Catering Services (same as the school). This is a separate daily charge (see office for current price) and is payable in addition to the charge for the Nursery sessions.

Parents may provide a packed lunch instead if they wish.

ATTENDANCE

Average school attendance is around 96%. This is the expectation for all pupils who attend The Gates Primary School, including Nursery children. If a Nursery child attends significantly less than 90%, parents will be asked to attend a meeting to agree targets for improvement. If these are not met, the school may decide to remove the place unless there are exceptional circumstances. At least one week's written notice will be given. Families may request to be referred to the FIS (Families Information Service) at the Local Authority who will be able to assist them in finding an alternative provider.

In line with school policy and procedures, the classroom doors will open at 8.40am. Classroom doors will close at 8.50am and children will be marked 'late' after this time. See the Attendance Policy for further information.