



ASHFIELD INFANT AND NURSERY SCHOOL

Nursery Admissions Policy 2023-2024

Policy Details:	
Date Written:	September 2023
Proposed review date:	July 2024
Headteacher Signature:	<i>A. Bony</i>

Our Nursery provision accepts children during the term after their 3rd birthday and can provide for a total of 27 children.

Nursery have free flow access to the outdoors to a secure area and are also able to access the wider school grounds as part of their forest and PE provision.

Children join AINS at three points during the year, September, January and April.

The deadlines for applying for a place at Nursery are:

When your child turns 3	Application Deadline
1 January to 31 March	10 January (to start April)
1 April to 31 August	7 June (to start September)
1 September to 31 December	23 September (to start January)

When application forms are submitted to the school, the office manager numbers them and files them according to the order in which they have been submitted.

Parents are then contacted once the deadline has passed to inform them if places are available, asking them to confirm they wish to take up the offer.

If there are more applicants than there are places available, school sends the applications to the county admissions team, and they allocate places according to their admissions procedures.

Organisation of 15 and 30 hours

The expectation in our Nursery is that children who are 15 hours children attend for the full 15 hours, attending for five, three hour sessions a week. We are not able to offer any flexibility with our 15 hour offer e.g. different hours each week or on demand, as staffing has to be organised in advance.

Parents of children who are entitled to 30 hours are able to specify the hours they wish to attend and on which days – for example they may attend 21 hours across the week, by attending 5 mornings and two afternoons. These hours are fixed for a term at a time, again, to enable school to plan for staffing capacity in advance. The school then claims for the hours the child is in attendance for that term.

The September intake are offered morning sessions for our 15 hour offer. This is because these children will transition to Reception after three terms, and therefore need the capacity to attend for full days as part of their transition.

The January and April cohorts may be offered afternoon sessions for their 15 hours offer. This is because they are in Nursery for 4 or 5 terms, and will be offered morning sessions the following September.

Parents of children already in Nursery in September, who are entitled to 30 hours are given the opportunity to extend their hours, prior to the new intake. This then determines how many places are available for January.

This is repeated in Spring term. Parents are invited to extend their hours prior to places being allocated to the April intake. The deadline for parents to extend their hours in the Spring term is February.

Parental requests to extend their hours are dealt with on a 'first come, first served' basis e.g. it may not be possible to offer extended hours to later applicants.

Occasionally, some children who are entitled to 30 hours, take much longer to settle into the Nursery for a variety of reasons. At the discretion of the head teacher, it may be possible for these children to 'build up' to their full time hours beyond the usual transition period. This is considered on a case by case basis.

The Nursery sessions are from 8.30 – 11.30 and 12pm to 3pm.

Parents who wish their children to attend both sessions as part of their 30 hours entitlement, can opt to purchase a school lunch through our meal provider Dolce (£2.02) or provide a packed lunch. As the lunch session (11.30 – 12pm) falls outside the 6 hours per day for 30 hours entitlement it is not funded, therefore there is a charge for care, at £2.00 per day. This is again optional. Parents can choose to take their child out for lunch and return for the second session.