

# Redbourn Primary School

## Nursery Policy



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**Date of Issue:** September 2021  
**Review date:** September 2022  
**Next review date:** September 2025

### Introduction

Our vision is that every child in Redbourn Primary School will:

- Be introduced to a lifelong love of learning.
- Celebrate and be proud of their achievements and be motivated by new challenges.
- Be independent, reflective and resilient learners.
- Respect themselves and others in the school and wider community.
- Be healthy and stay safe
- Have ownership and take responsibility for themselves and others.

### Our core offer

Redbourn Primary School offers 15 hours per week of teacher-led Nursery education over either five morning sessions (from 8.40am to 11.40am) or five afternoon sessions (from 12.30pm to 3.30pm). A session lasts for three hours.

We are also able to offer a limited number of extended hours places at our Treetops Club (see below) – this will include those families qualifying for 30 hours free childcare and an option for those wishing to self-fund. There is also a paid for lunch club, subject to availability for those parents/carers wishing to use this facility (see below).

## **Admissions to Nursery**

Redbourn Primary School is a community school and follows Hertfordshire County Council guidelines for school admissions (for more information see the school admissions page at [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)).

All schools with a Nursery are responsible for managing their own Nursery admissions, including setting a timetable for the admissions process and agreeing criteria for allocation of places.

### **Application process**

The school will publish information on its website (annually in January) about the Nursery application process including:

- dates to visit the Nursery;
- a Nursery prospectus;
- the timetable for admissions;
- an application form; and
- the criteria it will use to allocate places.

It is important to ensure applications are submitted on time.

After the closing date, the school will process all the applications and the results of the Nursery allocations will be communicated to parents in line with the timetable. Parents will be given a deadline to either accept or reject the place their child has been offered. Applications for morning and afternoon places and extended hours will be invited once this deadline has passed and the school has a firm indication of the number of accepted places.

The Headteacher and Governors may decide to admit individual children outside of these timescales at their discretion and subject to space being available.

### **Admission Criteria for allocation of Nursery places**

Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

As a community school, Redbourn Primary School will follow the Hertfordshire County Council oversubscription criteria for the admission of children to Nursery in the following order:

1. Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
3. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides. For Redbourn Primary School,

this will be Reception to Year 5.

4. Children living closest to the school, measured in a straight line.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

### **Start dates**

All children will be admitted to Nursery in the September of the academic year in which they will reach the age of 4. The school will arrange a comprehensive induction for all children including a meeting for parents, school visits and a home visit from a member of the Nursery team.

It is possible for parents of children who are very young in the cohort to request a later starting date if they feel that their child is not ready for Nursery. This will be offered at the discretion of the Headteacher and Governing Body.

### **Nursery Extended Hours (Treetops Club)**

Treetops Club allows children to access Nursery between the hours of 8.40am and 3.30pm. The school provides milk and a healthy snack, but all children will need to bring their own packed lunch.

If a child is accessing Treetops Club under the **30 hours free childcare eligibility**, then they will be attending from 8.40am until 2.40pm and will need to bring a packed lunch to school. It will be possible for parents of these children to purchase additional time to extend the day to 3.30pm – if parents choose this option, the charges will be invoiced on a termly basis at £6.00 per day.

The charge for Treetops Club for those that are not eligible for 30 hours free childcare will be £25.00 per day. The charges will be invoiced termly in advance and no refunds will be made for sessions missed by the child for whatever reason. We are registered to accept Childcare Vouchers and will accept them as a form of payment provided the school office has been made aware of the voucher provider.

There is a minimum requirement that parents sign up for at least three sessions per week and priority will be given to families that require five sessions per week. Treetops Club will not be offered on a casual basis. Treetops Club places will be allocated on a first come, first served basis.

### **Lunch Club**

The school is able to offer a Lunch Club to nursery children. The cost to use this club is £5.00 per day and invoices will be sent on a termly basis. Children will bring a packed lunch to school and join the Treetops Club during this time. Those attending Morning Nursery will be picked up at 12.30pm and those attending Afternoon Nursery can be dropped off at 11.40am.

Lunch Club places will be offered subject to availability in the Autumn Term.

### **Part time and flexible places**

Redbourn Primary School does not offer part time or flexible places involving split funding. Parents entitled to 30 hours free childcare may choose to accept a Nursery place and access the additional 15 hours with an alternative provider (childminder or PVI setting). The school is prepared to meet with individual parents on a case by case basis to discuss individual needs of the child if necessary.

### **Policy on allocation of morning and afternoon places**

When children are offered a place in the Nursery, parents are asked for their preference for type of place - there is no guarantee that they will be offered the place they prefer.

In allocating morning and afternoon places, we aim to ensure that all children have an equal opportunity to gain from their nursery experience and that the needs of the individual child as well as the needs of the school community are reflected in the decisions made. The school will ensure that the provision at both morning and afternoon sessions meets the appropriate objectives within the Curriculum Guidance for the Early Years Foundation Stage, and that children are not disadvantaged by whichever session they are allocated. The school will also ensure that the number of practitioners in each session is within the legal requirement (ratio 1:13).

The need to ensure there is an effective mix of gender and age in each session to ensure the school is offering the best educational and social experience to all the pupils is recognised as being of prime importance.

In order to ensure a fair and equitable allocation of places, the school developed a set of criteria in conjunction with the Parent Focus Group. This will be applied subject to there being more requests for a session than places to be allocated. Parents will be asked to request their choice of session and provide evidence to support the criteria below to support this request. There will be a deadline for the school to receive this information and late applications will not be given priority.

### **Agreed criteria for allocation of morning and afternoon places**

Preference will be given to the following situations:

- Any child who has a recognised Special Educational Need, illness or disability that necessitates their place at a particular session. We would take into account advice from other professionals in applying this criterion.
- Where family circumstances would be extremely difficult if not allocated the preferred sessions. For instance, number of children under five in a family; illness or disability in the family which impacts on the child or carer; involvement with outside agencies; difficult child care arrangements
- Parents whose work commitments make it **impossible or extremely difficult** for the child to take up a place if not allocated the preferred session. To qualify under this criterion, a letter from the employer should be supplied stating the sessions and length of time the parent works. Information on childcare arrangements and whether it is a single working parent would also be relevant. Attending college courses or training can also be considered if relevant.
- Children's friendships already established prior to beginning school.
- Other family circumstances which may be taken into account including:

- impact of session allocation on older or younger siblings
- individual personal circumstances not covered or not sufficiently extreme as to be mentioned above
- parents' work commitments other than identified above
- shared transport or childcare arrangements for attending Nursery
- any other circumstances which will disadvantage the child or family if they do not receive their preferred allocation.

The criteria listed above are not in a hierarchical order except for the issues relating to identified children with Special Educational Needs.

The final decision will be taken by the headteacher in discussion with the Nursery staff. All identified factors will be taken into account and the basis of the decision will be confidential. The school will confirm in writing to parents which session their child has been offered by the end of June before the child is due to start Nursery.

### **Right of appeal**

Parents are asked not to telephone the school to discuss the allocation but appeal in writing to the headteacher giving the circumstances to be taken into account. A change of decision will only be considered dependent on spaces being available and the number of appeals received.