****

**Nursery Admissions and Settling- in Policy**

**Our Nursery**

We are proud of our busy, inclusive 50 place nursery. We treat children as individuals from unique contexts and pride ourselves in the progress they make. We aim to be child-centred and free-flow, with opportunities for a balance with teacher-initiated activities.

**Aims of this policy**

To ensure that all eligible children have equal access to places on a fair and transparent basis.

To promote understanding of our practice amongst our families.

To support the child in an individualised settling programme.

**Criteria for admissions:**

1. Children in the care of the Local Authority
2. Children with an EHCP which names the school.
3. Children who have a sibling currently attending the school.
4. The distance of the child’s home address from the school gate. This is the gate to the Nursery on Erconwald Street.

We have a focus at the school on providing for children across 10 years between from 2 years old to Year 6, notwithstanding external circumstances. We prioritise children who will take this journey with us. Therefore children who have older siblings that previously attended our nursery but then left to go to the Reception Class of another school, will be offered a place if there is a space available that is not required by another child.

**Procedure**

Parent/carers contact school and are invited to complete an application form. The completed application form, along with proof of address and date of birth of the child, are returned to school and the child is placed on the waiting list, with the date on which they applied. Parent/carers can ask at the time of application if they are likely to receive an offer of a place soon.

Parents must notify school of any medical needs/allergies, with medical proof.

If there is a space and the child is of age the family will be contacted with a visit and paperwork date as soon as possible.

If there is no space, or the child is too young for a space, they will be placed on our waiting list, in order that they applied.

**For annual admissions in September**

Letters will be sent to all eligible children to confirm the offer of a place in February/March and then another letter to invite for a school visit.

**Age-ranges**

3-4s - Children will be offered a place for September if they are 3 years old before September 1st. Children are in the nursery in the academic year that they change from 3 to 4 years old (1st September- 31st August).

‘Risers’ - If there are spaces available, places may be offered to children during the year, after their 3rd birthday. These places will ONLY be part-time.

**Full-time places**

All children are entitled to 15 hours free nursery education. In 2020-2021, we are offering full time places to children after the October half term holiday. **Families who do qualify for the additional 15 hours are still expected to apply for the code and pass this on to the school.** This policy will be reviewed annually**.**

Full time places are given solely at the discretion of staff based on a range of factors including general independence, social skills, behaviour, emotional development and engagement.

**Criteria to stay for a session or full day if full-time. Your child should be able to:**

1. Separate from carer easily.
2. Move independently and safely around the garden and class (both indoor and outdoor areas).
3. Respond to adults.
4. Behave appropriately (and non-aggressively) for the majority of time.

You can help your child to prepare for a full-time place by developing the skills and independence required in a busy, 50 place nursery, with a ratio of one adult to every 13 children.

Please be advised that your child may remain part-time for some time and you may need to have child-care arrangements in place. For some children it may be appropriate that they receive more intense support over shorter periods (1:1 or 1:2) and so may not attend for a full session. If your child were then to progress to be able to manage without increased supervision, then the time they would be able to attend could be increased. Please see below.

**Special Educational Needs in the nursery**

Following the SEND Code of Practice, nursery staff have a duty to inform families when they are making special educational provision for their child, nursery staff will work with families to support early identification of any additional needs a child may have, with collaboration with families for prompt referrals to external support agencies. The SENCo will work with families about the support the school and local authority can provide.

In order to maintain health and safety of all children and staff, and for the progress of all children in the nursery, we will use our very best endeavours to provide what the child needs. However, the school reserves the right to alter a child’s timetable depending on the child’s additional need and available staffing. If, due to staffing restrictions due to additional needs of other children in the setting, we feel that the level of the child’s need is such that we can only offer a reduced timetable, we will speak with families and provide all stakeholders with a report. We will also notify the local authority if appropriate.

For some children, it may be appropriate to write an individual risk assessment. This will be shared with families.

Nursery staff will formulate individualised programmes for children with additional needs. These will be shared with parents and reviewed. The best outcomes for children are seen when strategies discussed with families are implemented and supported at home.

If a parent expresses a concern about their child’s development the school will listen and respond, discussing any appropriate actions and referrals.

**Reception Class**

Children in the nursery have to apply to Hammersmith and Fulham for a place in our Reception Classes. We will support you through the process and are pleased to say that we have always offered places to all of our nursery children.

**Admission to provision for 2 year old children**

As of September 2014 the government pledged money to provide 15 hours of nursery provision for children aged 2, the eligibility for these places focused on the most vulnerable of families to support parents/carers to return to work or study. From September 2014 this criteria has been increased to enable children from low-income families and children with special educational needs to apply.

Applications are made to the school in the same way as above. Evidence of eligibility will be required.

Families must be in receipt of one or more of the following:

* claiming an income based benefit such as Income Support or Job Seekers Allowance;
* families receive Working Tax Credits or Child Tax Credits and have an annual gross earnings of no more than £16,190 per year;
* child has a current statement of SEN or an Education, Health and Care plan;
* child attracts Disability Living Allowance;
* child is looked after by the Local Authority;
* child has left care through special guardianship or an adoption or residence order;

This entitlement is available in the term after an eligible child’s 2nd birthday. Your child can then access a nursery place, normally as soon as possible after their 3rd birthday, if appropriate. Your entitlement will continue to be free regardless of whether your family’s financial circumstances change.

**Equal Opportunities**

All children will be considered equally and places will be offered in accordance with the selection criteria.

**Over-subscription**

Over-subscription occurs when the nursery is full. If there is no place for your child, you will be placed on the waiting list in date of application order and offered a place in line with the admissions criteria. Spaces sometimes become available through the year.

**Attendance**

If your child’s attendance is poor or erratic, you may risk losing your child’s place- particularly if we are over-subscribed and we have a waiting list.

**Settling**

We aim to settle children as individually as possible. Some children will need much less support than others. We also recognise that parents need to work, or go to college. However, we will always look at how the child is managing the settling process.

* In general, paperwork is completed on the first day (if no home visit has taken place) and this provides a chance for your child to come and visit with you.
* On the second day staff may ask you stay for another session of one hour- or they may be happy for you to leave your child for one hour.
* On the third day you may be able to leave your child for 2 hours and for the full session (3 hours) on the fourth or fifth day.
* As children stay for lunch we may ask that you collect them at 1pm for a day or two, whilst they get used to the new routine.
* If your child is particularly upset (or cross!) and not able to be comforted or distracted, the process may take much longer and we will require your co-operation.