

John Ray Infant “School House” Nursery



Nursery Admissions Policy

Staff consulted: 22nd March 2023

Ratified by the Governing Body: 21st March 2023

Review Date: *Annual review*

Introduction

This policy is to be used to determine admissions to the 'School House' Nursery of John Ray Infant School. Parents do not have the statutory right to appeal to an independent appeal panel in relation to nursery admissions so it is essential, therefore, that all admissions can be justified by reference to the following criteria, taking into account the particular circumstances of John Ray Infant "School House" Nursery.

Applications for nursery places should be made direct to the school. Nursery places are allocated using the criteria set out below. Nursery attendance does not guarantee admission to the Reception class and a fresh application must be made for a place in the Reception class via Essex County Council.

Admission criteria

The Governors will consider all applications in accordance with the following criteria, set out in priority order. Length of time on the waiting list will not be taken into account.

Criteria 1: Children who are cared for by a local authority.

Relevant Looked After Children as defined in section 22 of the Children Act 1989 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with The Education (Admission of Looked After Children) (England) Regulations 2006. A relevant Child Looked After is one who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for their admission to a school is made, and who the LA has confirmed will still be looked after at the time when they are admitted to the school.

Criteria 2: Children with a sibling already in the school

Criteria 3: locality

This will be determined by straight line distance from home to school, those living closest being given the highest priority.

Criteria 4: All other children

Nursery places available: 27 for each session.

3. Important information

All applications must be made directly to John Ray Infant School using the school's own application form.

Parents may contact John Ray Infant School office at any time to register their child on the Nursery interest list.

In the event of the school being oversubscribed, a continuing interest list will be maintained by the school. If a place becomes available, the admissions criteria stated above will apply.

8 of our nursery places are allocated for funded only Two Year Olds and the remainder are for 3 and 4 year olds.

We offer a free minimum 15 hour entitlement for 3 and 4 year olds and extended 30 hour entitlement places for working parents.

For further information, please check the link below.

<https://www.childcarechoices.gov.uk/>

Applications for Two Year Old funding can be made from the 1st January, 1st April or 1st September following the child's second birthday.

All 3 Year Olds are entitled to the free 15 hours provision from 1st January, 1st April or 1st September following the child's third birthday.

For the funded 30 hours for three and four year olds, you will need to provide the school with a valid 30 hour code. To keep your 30 hours free childcare place you need to check your details are up to date every 3 months.

If your child is offered a place, you must confirm your acceptance to the school within 2 weeks otherwise the school may have to refuse places for other children unnecessarily.

The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance rests with the Headteacher.

Additional hours (fee paying)

John Ray Infants 'School House' Nursery offers an additional Breakfast and Lunchtime provision. The Breakfast offer is also available to siblings at John Ray Infants.

For 30 hour funded three and four year olds, lunch is included in their offer but for all other children, Lunch will incur additional costs as listed below. A meal is not provided as part of this cost.

Breakfast is an additional cost for all children regardless of their funded offer.

Session	Cost
Breakfast	£3 per child per day
Lunch	£5 per child per day

Consumables

It should be noted that the cost of consumables e.g. nappies and creams is not included in either the funded or fee-paying provision. Parents/Carers will be expected to provide their own nappies, creams etc

A voluntary donation of £5 per term is requested to top up and enhance the snack provision and to enable cooking opportunities for the children.

Promoting regular attendance

We encourage all children to attend regularly as this builds good habits for when they start school. Please see our attendance policy for further information.

Roles and Responsibilities

All Staff are expected to follow this policy when advising prospective parents and admitting children to John Ray Infants ‘School House’ Nursery.

The Headteacher will ensure that:

- All children are admitted in accordance with this policy
- The application/registration forms are compliant with GDPR (Data Protection)
- There is good communication between the Nursery, the school and our families.

The Governing Board of John Ray Infants and ‘School House’ Nursery will ensure that:

- The admissions arrangements are reviewed annually and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents.
- An admissions register and register of continued interest is kept.

Application for Places

Please apply directly to John Ray Infant “School House” Nursery, Notley Road, Braintree, Essex CM7 1HL.