



# The Limes Nursery School and Children's Centre Admissions Policy 2016 -17

---



## Rationale

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available. We aim to have a fair and clear way of allocating places.

We have the following places available

- 140 part-time free entitlement nursery places in our 3-4 year olds class
- 36 part-time Free Entitlement places in our 2 year olds group
- 4 full time equivalent paying places in our 2 year olds group

Our Nursery School is open term time only and all places are offered on this basis. Additional paid sessions are available but we are only able to offer them where costs can be fully covered and they are subject to availability.

We are an inclusive setting and parents are offered the opportunity to meet with the Head Teacher or other senior member of staff to discuss any additional learning, development or social needs.

The term 'parent' is used to denote all those who have responsibility for a child. This may include foster parents, step parents, grandparents or other carers.

## Session Times

### 3-4s Class

- All children will be offered 15 hours.

This will be either:

- 5 x 3 hour sessions Monday to Friday (term time only) mornings (8.45-11.45) or afternoon (12.30-3.30)
- Five sessions over 2.5 days where the centre and parents agree it is in the best interests of the child and family. Sessions are Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday, Friday.

### 2s Free Entitlement

- All children will be offered 15 hours.

This will be:

- 5 x 3 hour sessions Monday to Friday (term time only) mornings (8.45-11.45) or afternoon (12.30-3.30)

## **Allocation of Places**

### **3-4s Classes Allocation**

Priority is given in the following order:

1. Children in the care of the Local Authority
2. Other children in need. This includes those with a disability, special educational need or who are at significant risk of under achievement.
3. Children already accessing their 2 year old Free Entitlement at The Limes two year old provision (NB This does not include those children accessing paying day care)
4. Children who have a sibling who are currently attending The Limes and will still be doing so when their brother or sister is admitted (NB This does not include those children accessing paying day care).
5. Children living within the immediate local community of the Limes and/or the Limes' Children's Centre reach area (map is available at the Limes)
6. Older children. This means that if there is one space left and two children live within the priority admission area and/or children's centre reach area, the older of the two will be given priority.

### **2 Year Old Free Entitlement**

Entitlement for free two year old places is determined by criteria published by Central and Local Government. Eligible 2 year olds will be given a nursery place from the term after their second birthday (if spaces are available). To access a free 2 year old place parents must complete a Bristol City Council Application form. These are available at the Limes or you can apply online via the link <https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>

Bristol City Council Early Years Team will check your eligibility and if you meet the criteria they will add your child's name to our waiting list. Places are allocated as soon as a space becomes available by our daycare manager, Michelle Phillips.

If there are insufficient spaces, priority is given to children living within the immediate local community of the Limes and/or the Limes' Children's Centre reach area (map is available at the Limes)

### **Intake into our 3s-4s classes**

The majority of children at the Limes attend for one year prior to moving onto a primary school reception class. The admissions process for these children is as follows:

### In brief, this is as follows:

- When children are 2 years old, parents are invited to complete a registration form. They will be supported by staff in doing this and encouraged to provide as much information as possible.
- Offers of places will be sent out in the first week of May, for the following September. Children may not start in our Nursery before they are three years old. **Most** children will start in the September after they are three.
- The centre has an admissions panel consisting of four people with a range of expertise including at least one governor and the Head Teacher.
- This panel meets regularly throughout the year to ensure a fair and transparent process in the offer of Nursery places at The Limes.

### In-Year Admissions

1. If spaces are available, further places will be allocated in January to children who have reached their 3<sup>rd</sup> Birthday by December 31<sup>st</sup>. Offers of places will be sent out in the first week of November.
2. If spaces are available, further places will be allocated in April to children who have reached their 3<sup>rd</sup> Birthday by March 31<sup>st</sup>. Offers of places will be sent out in the first week of February.

### The Admissions Process

1. When the offer of a place is made Parents will have an opportunity to review their first choice of session times.
2. Parents will be invited to visit the centre and meet centre staff, discuss their child's needs, ask any questions they may have and confirm their acceptance of the offer of a place.
3. We will need to see the child's birth certificate.
4. All families will be offered a home visit prior to the child's start date. As far as possible an interpreter will be used where the family would like one. The home visit helps the child to make connections between home and school and to settle confidently.
5. We will ask the parent to stay for at least the first three sessions. Sometimes it may take several days or a week for the child to settle fully.
6. Children have staggered start dates to enable them to settle happily.

### Paying Places and Additional Paid Sessions

#### 2 years olds

- 4 Full time equivalent places are currently reserved for paying families in our 2 year olds group
- Packages of paid sessions must include a minimum of two core sessions per week, spread over at least two days so that children develop a rhythm and routine to their week. We recommend three sessions to promote continuity and progress in learning.

Paid sessions may be requested, according to availability from the following:

- Breakfast Club 8.15 am to 8.45 am (not running 2016/17 due to low take up in 2015/16)
  - Morning Session 8.45 am to 11.45 am (core session)
  - All day Session 8.45 am to 3.30 pm (core session)
  - Afternoon Session 12.30 pm to 3.30 pm (core session)
  - Tea Club 3.30 pm to 5.15 pm
- To access a playing place parents must register their child's details with our finance administrator, Claire Mills by completing a registration form with additional 2 year old day care information.
  - Parents may register their child as soon as they have reached their first birthday.
  - Priority will be given to children living within the immediate local community of the Limes and/or the Limes' Children's Centre reach area (map is available at the Limes)
  - Places will be allocated by the date of the signed registration form

### 3 Year Olds

Where space is available after all eligible three year old children have taken up their free 15 hour entitlement, parents may apply to extend their child's hours by buying additional sessions as set out below

- Breakfast Club 8.15 am to 8.45 am (not running 2016/17 due to low take up in 2015/16)
- Wednesday Morning Session plus lunch 8.45 am to 12.30 pm
- Wednesday Afternoon Session plus lunch 11.45 pm to 3.30 pm
- Tea Club 3.30 pm to 5.15 pm

These additional hours are allocated on a first come first serve basis.

Review date: June 2017