



Speedwell Infant School Nursery Admissions Policy

January 2020

At Speedwell Infant School we aim to offer an inclusive, welcoming early learning environment for all children who attend the school nursery. Depending on family circumstances, different hours of funded provision and admission criteria may apply. The government provides a range of funded nursery options as detailed below:

- All children are eligible for 15 hours of free nursery education from the term following their 3rd birthday.
- Children of working parents who meet government eligibility criteria may be entitled to 30 hours of free nursery education from the term following their 3rd birthday. This is made up of the 15 hours above and an additional 15 hours giving 30 hours in total.
- Children of parents who meet the eligibility criteria for nursery provision for 2 year olds are eligible for 15 hours of free nursery education from the term following their 2nd birthday.

Parents can find out about eligibility criteria for the 30 hour entitlement or the 2 year old entitlement on the Derbyshire County Council website at the following links:

30 hour entitlement - <https://www.derbyshire.gov.uk/education/early-years-childcare/early-learning-free-places/increase-free-childcare-30hours/free-childcare-for-three-and-four-year-olds.aspx>

2 year old entitlement - <https://www.derbyshire.gov.uk/education/early-years-childcare/early-learning-free-places/free-places-two/free-childcare-for-two-year-olds.aspx>

Nursery provision at Speedwell Infant School

At Speedwell Infant school we are able to offer the following options for access to early education:

- 15 hour funded places for 3/4 year olds over 5 morning sessions from 8.45am – 11.45am, Monday to Friday during term time.
- If there is sufficient demand, 15 hour funded places for 3/4 year olds over 5 afternoon sessions from 12.20pm – 3.20pm, Monday to Friday during term time.
- If only morning nursery sessions are running, 20 hour funded places for 3/4 year olds eligible for 30 hour provision over 5 morning and lunch time sessions from 8.45am – 12.45pm, Monday to Friday during term time
- If morning and afternoon nursery sessions are running, 30 hour funded places for eligible 3/4 year olds over 5 days from 8.45am – 3.20pm, Monday to Friday during term time.

- 15 hour funded places for eligible 2 year olds during the term of their 3rd birthday over either 5 morning or 5 afternoon sessions as above.

Admissions criteria for accessing nursery provision

Parents / Carers may place their child on the school list for a place in nursery at any time following their birth. Parents / Carers can do this by visiting the school office, telephoning the school office or completing a registration of interest form on the school website. The school will maintain a nursery waiting list, which will be reviewed on a termly basis to contact parents / carers in the term before their child's 3rd birthday to check eligibility and interest for 2 year old provision and 30 hour provision. The school will then offer places using the following priority criteria on a termly basis until all nursery places are full for the academic year:

1. 15 hour funded provision for 3 year olds in the term following their 3rd birthday. Where there are more children eligible for a place than places available children's date of births will be used with the oldest children allocated a place first.
2. 30 hour funded provision for eligible 3 year olds in the term following their 3rd birthday. Priority will be given to children already accessing 15 hour provision where parents / carers wish to take up the 30 hour provision and have a valid eligibility code. Places will be allocated upon receipt of a valid eligibility code until all available places have been allocated.
3. 30 hour funded provision for eligible 3 year olds in the term following their 3rd birthday. Where children are due to take up a 15 hour place and parents / carers are eligible for 30 hour provision, places will be allocated upon receipt of a valid eligibility code until all available places have been allocated.
4. 15 hour funded provision for 2 year olds in the term of their 3rd birthday. Once all 3 year old places have been allocated, any remaining places will be offered to eligible 2 year olds in the term of their 3rd birthday. Where there are more children eligible for a place than places available children's date of births will be used with the oldest children allocated a place first.

Whilst parents / carers have the flexibility to split their funded hours between 2 providers, to ensure sufficiency of the nursery provision at Speedwell Infant School it is expected that parents /carers accepting a place will take up either the full 15 hours over 5 mornings or 5 afternoons, Monday to Friday during term time, or the full 30 hours over 5 days, Monday to Friday during term time. In exceptional circumstances parents /carers should contact the school if other arrangements are needed, this will be at the discretion of the Headteacher taking into account the need to maintain the sufficiency of the nursery provision and the exceptional circumstances of the family. The Headteacher's decision will be final in such matters.

Where parents / carers are taking up either 20 hours or 30 hours which includes the lunch time period, parents / carers will either need to provide a packed lunch for their child or purchase a school dinner for their child each day. School dinners should be paid for in advance at the school office.

Speedwell Infant School recognises that parents / carers accessing the free 15 hour entitlement may become eligible for 30 hour provision within a term, but their eligibility code will not start until the following term. In these circumstances, where a parent / carer is able to provide a valid eligibility code for the following term, and the school has space to offer the additional 15 hours of provision, the school is able to offer parents chargeable provision until their code becomes valid. Such provision will be charged at a rate of £5 per hour, payable in advance at the school office.

Where parents / carers have an eligibility code for 30 hour provision, it is the responsibility of the parent / carer to re-validate this code as required to ensure they continue to be eligible for the 30 hour provision. If a code becomes invalid, the child will revert to 15 hours of provision available to all 3 year olds and the school will inform the parent / carer of the date at which this will come into force.

Managing any dispute about allocation of nursery places

Should a parent / carer have any concern about the implementation of the nursery admissions policy, they should write to the school governing body via the school office explaining their concern. The governing body will consider any concerns raised and make a decision on any action needed as a result of such concern. The governing body have the final say on nursery admissions.

This policy will be reviewed every 5 years, or sooner if local or national policy changes require this.