

CAVALRY PRIMARY SCHOOL

An Academy with The Elliot Foundation Academies Trust

Cavalry School Nursery Admissions Policy 2018/19

Our nursery operates in the private, voluntary and independent sector and as such the Local Authority has no role in arranging admissions. The admissions policy for the nursery is agreed by the local governing body and administered by the Headteacher.

Admissions Policy

Our nursery can accommodate up to 52 children aged 3 to 4 during the morning session and the same number in the afternoon session. In order to maintain our ratios of one staff member to every eight children, 48 places are offered in each session, with additional places reserved for those with Special Educational Needs Inclusion Funding and supported by a one to one worker.

Children become entitled to 15 hours of free early years education from the start of the term after their third birthday. Therefore they may start at nursery at the beginning of the school term after their third birthday, i.e. September, January or April. Parents may choose to pay for additional sessions so that their child can attend for more than 15 hours. If additional sessions are requested, we require parents to pay for 4 weeks in advance, which is refunded to them when the child leaves nursery. All payments for additional sessions must be paid in advance or the school may withdraw the additional sessions.

Some families where both parents work may be entitled to 30 hours of free childcare from September 2017. Cavalry Nursery will provide 30 hours for these children, providing parents can produce evidence that they meet the funding criteria. Parents can obtain a funding code by visiting the government website at <https://childcare-support.tax.service.gov.uk/par/app/trialmessage>

Places are allocated on a 'first come, first served basis'. If we are oversubscribed, a waiting list is held in the school office including date of birth and date of application and places are allocated according to the following criteria *when a place becomes available*:

- ❖ Children who already attend nursery and wish to increase or change their sessions
- ❖ children who have a sibling already attending Cavalry Primary School or with a confirmed place to attend
- ❖ Children who will start school in the following academic year i.e. they have one year left of pre-school
- ❖ By date of application to the school office i.e. 'first come, first served'

This policy is reviewed by the governing body annually.

It was agreed at a meeting of the local governing body on 19th March 2018.