



## **ADMISSIONS POLICY**

Brenzett C.E School Nursery is an inclusive school and will not disadvantage a child from a particular social or racial group or a child with a disability or SEN.

Free Early Education Entitlement in England provides eligible children with access to free childcare and early education, helping families with the cost of quality childcare. You can check your eligibility here: [Childcare Eligibility Checker - Best Start in Life](#)

Our funded deliverable hours for the Universal Entitlement is 15 hours per week. Our funded deliverable hours for the Working Parent Entitlement of 30 hours is from 9am-3pm for up to five days. Places are allocated in line with the admissions criteria as detailed below.

Brenzett School Nursery pupils will have the opportunity to use our before and after school club if additional hours are required. This begins at 7:30am and finishes at 5:30pm for an additional charge.

**All of our sessions are offered Monday to Friday, term time only. Once the nursery is established, we will be able to offer holiday club opportunities for an additional charge.**

**Entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.**

### **When Can My Child Start at Nursery?**

Children can start at our nursery the term after they turn two.

### **Practice**

Families on the waiting list for the September intake will be contacted by letter in Term 4 with an offer of a place if one has become available. Other places offered at other times will be initially by phone and/or email followed by letter. Places should be accepted by email or letter. Families are encouraged to advise the office at Brenzett C.E School at the earliest opportunity that they will not be taking up their offered place if it is no longer needed.

Once the place is accepted for September, parents or carers will be invited for an introductory group meeting and a tour of the school with the Headteacher and Nursery Teacher. In exceptional circumstances this may be conducted by video conferencing.

### **Enrolment time/acceptance of place**

Parents and carers will need to bring in an original of their child's birth certificate or passport and proof of address (e.g. a utility bill) as well as a child benefit letter if applicable. It is also useful to bring in your child's red clinic book along with any details of their 2 Year Old check if available so that we can be informed of any medical or SEN needs prior to their starting with us. This will enable us to make any adjustments or arrangements for your child to facilitate as smooth a transition as possible.

### **Starting our School Nursery**

To help with the settling in period, children will be offered stay & play sessions to help them settle into the nursery prior to taking up their place. Parents are expected to stay with their children during this time.

Parents are asked to stay on site for the first part of the first session to help settle their child. This will be down to the discretion of the Keyworker. Some children need longer to settle and every effort is made to make the process of transition smooth. We will always endeavour to work with families.

### **Annual leave**

Parents are requested to refrain from applying for annual leave during term time. Any requests must be in writing, where it will be considered using the Head Teacher's discretion.

### **Over Subscriptions**

In the event that the nursery receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

1. Highest priority will be given to children with siblings at Brenzett School currently or in the past. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
2. Next priority will be given to children of staff.
3. Third priority will be date of birth – but taking into account the length of time the child has been on the waiting list. Older pupils will be given priority in order to support them in being school ready.
4. Nearness of children's home to the school. The Local Authority uses distance between the child's permanent home address and the school and is measured in a straight line using National Land and Property Gazetteer (NLPG) address point.
5. The next priority will be given to Children in Local Authority Care and all Previously Looked After Children who apply for a place at the school.
6. The next priority will be for children on the basis of social or medical need. The school defines social and medical need as having a demonstrable and significant need to attend the school. The school requires written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.