



Nursery Admission and Additional hours Policy

Springfield Primary Nursery has 26 part-time places. Children are entitled to 15 hours free entitlement due to Government policy. This is generally offered as 5 morning sessions or 5 afternoon sessions. In some cases 2.5 days can be considered. Additional hours- beyond the 15 free hours- are to be paid for. These additional hours will be assessed on an individual basis and will be allocated on the understanding that 15 hours Free Entitlement will be prioritised, so therefore will be withdrawn if places are needed in Nursery for the purpose of a 15 hours Free Early Learning place. Children eligible for 30 Free Early Learning can be admitted provided we have the places available in the morning, afternoon sessions and that there is space in our lunchtime provision. Children eligible for 30 hour FEL will be expected to pay for lunch time supervision or can have the option of going home for lunch.

Morning sessions are 8.45am-11.45am

Afternoon sessions are 12.15-3.15pm

Admissions

After an initial place allocation request form is completed, you will be contacted by the Early Years Foundation Stage Leader to visit the Nursery and complete admission forms. Here you will meet the Nursery teacher and visit the Nursery setting.

Places are allocated by the Nursery Teacher in consultation with the Early Years Foundation Stage Leader. Children are eligible for a Nursery place when they have had their 3rd birthday, however children will only be admitted at the following times:

- Children are admitted the term after their 3rd birthday.
- Admission arrangements may alter if there are recommendations from outside agencies.

Please note: Attending Springfield Nursery does not influence your child's chances at being allocated a place at our Reception class. You will need to apply to the Local Authority at the appropriate time for a place in school.

Home visits for September starters

Generally home visits are carried out during the first week of term. Parents will be notified of a date and time for the home visit by letter or phone call. Families are visited by the Nursery teacher and a member of the Learning support team. We make every effort to ensure that language translation is available for these visits. You will then be invited into school to complete admission forms before your child starts at the Nursery.

Induction/Transition Arrangements

Entry into Nursery is monitored against the needs of the child and the family. Parents are encouraged to stay with their child on their first day. We may ask parents to stay for longer during this settling period; this will be at the discretion of the Nursery staff.

Booking and Place allocations.

- Stage of development and readiness will be considered in every instance when fulltime places are requested.
- Priority is given to children with 15 hours free entitlement.
- Additional allocated sessions must be paid one week in advance.

Payment

- Payment can be paid through cash or cheque. Cheques need to be made payable to **'Springfield Primary School'**
- Receipts will be given when money is received.
- All payments are to be made at the Main school Office.
- If there is a failure to make payments, the additional hours service will be cancelled.
- Lunch Club Supervision is charged at £ 4.75 per day
- Extra hours are £ 4.75 per hour (£14.25 per session)

Absences

- Un-notified absences will be charged at full amount.
- There will be no charge if cancelled due to illness, if school is notified.
- Please contact us in notification of long term illness.
- Un-notified family holidays or extended leave will be charged.

We will try our best to be flexible and meet the individual needs of our families. However, parents need to be understanding where this is not always possible.

August 2017