

### **Admission Policy for Willow Nursery School**

- 1) The school in principle to serve any child in Central Bedfordshire or surrounding areas.
- 2) Names can be taken onto the waiting list at any time.
- 3) The school is committed to providing a high quality curriculum to all children, regardless of disability. The governors and staff will make whatever reasonable adjustments are necessary, in order that any child with a disability is not at a disadvantage within the nursery setting.
- 4) All children should be able to attend for a reasonable length of time, i.e. a minimum of two terms and ideally three terms.
- 5) Children are offered 15 hours of funded provision. However, if parents request fewer than 15 hours provision, we shall accommodate this. Children are offered their funded place in the term after their third birthday.
- 6) Children are to be admitted to the Main Nursery in accordance with the following criteria:
  - a) Children who currently attend our two year old provision.
  - b) Looked After Children. (Children become “Looked After” either if they have been taken into care by the Local Authority or have been accommodated by the Local Authority. Most Looked After Children will be living in Foster homes but a smaller number may be in a children’s home, living with a relative or even placed back at home with their natural parents. This includes children under a special guardianship order (SGO)
  - c) Children with siblings currently attending the Main Nursery.  
(note: the child’s name must be on our waiting list by the child’s first birthday)
  - d) Children with siblings who have attended the Main Nursery in the past.  
(note: the child’s name must be on our waiting list by the child’s first birthday)
  - e) Children who have been on our waiting list for the longest time.

If within any category, there are not sufficient places for all the children within that category, places will be allocated by the length of time a child has been on the waiting list.
- 7) Children are admitted in termly cohorts. For children who become entitled to universal 15 hours Nursery funding, we aim to offer a choice of three base options:

- i) Option A Children attend for two and a half days during the first half of the week. All day Monday, all day Tuesday and Wednesday morning.
- ii) Option B Children attend for two and a half days during the second half of the week. Wednesday afternoon, all day Thursday and all day Friday.
- iii) Option C Children attend five mornings per week.

Morning spaces are offered to parents as a choice if the parent feels that a child could not cope with a 2 ½ day space, or has a special educational need, or a medical need where a morning space would be more appropriate.

We aim to offer as many parents as possible the opportunity for their child to attend for 30 hours per week, either through the '30 hours free funded nursery education scheme for working families', or through choosing to pay for an additional 15 hours at nursery, to top up their 15 hour part time place to become a 30 hour full time place.

Whilst we aim to offer all of the above options, we cannot guarantee the availability of all of the options, as we have a cap on the number of children we can accommodate in each session due to floorspace.

We do not operate a waiting list for our provision for two year olds. When parents add their child's name to our Main Nursery waiting list Administrative Staff outline to parents how admission to the two year old class operates. If a parent wants their child to attend our two year old provision they should get in touch with the school, either over the phone or in person to check for availability when they are ready for their child to attend.

Children that are paying for sessions may start at the beginning of term or half term point after their second birthday. A child who turns two in October would be able to start after the autumn half term break.

Children funded under the disadvantaged two year old scheme are **eligible** to start at the beginning of the term after they turn two. A child who turns two in October would be able to start in January, after the Christmas break.

If a parent gets in touch with us, checks availability and finds suitable sessions are available for their child then that parent may book those sessions securing them for their child. Once booked, the particular session is allocated to that child

every week. These sessions must be paid for in advance. Non-payment will result in the child's session being reallocated to another child.

Spaces cannot be held for a child.

This policy to be reviewed annually or sooner if there are any significant changes to this school, local schools or the area.

**Reviewed Autumn 2023**

**Next Review: Autumn 2024**