



Chestnuts Primary School Nursery Admissions Policy & Information

This policy sets out the admission criteria and application process for the admission of children to the nursery at Chestnuts Primary School. Please note that admissions for places in Reception are done centrally by Haringey and a place in the nursery does not secure your child a place higher up in the school. All children in the nursery must apply for a Reception place through Haringey.

The Nursery offers childcare during term time only.

Types of Places & Charges

At Chestnuts Primary School Nursery we offer places for 3 and 4 year olds known as Butterflies.

Butterflies

We have 26 full time equivalent places for children in their pre-school year (3-4 year olds). We aim to offer a balance of part time and full time places (approximately 2/3 full time, 1/3 part time) subject to year on year demand.

Part Time

We organise our part-time sessions for the Butterflies in two 2 ½ day blocks. The basic 15 hour free childcare entitlement for 3 & 4 year olds can be used in either Block 1 or Block 2. An application must be made for either the whole of Block One or Block Two.

Block One: (whole day Monday & Tuesday, half day Wednesday morning)

Block Two: (half day Wednesday afternoon, whole day Thursday & Friday)

Full Time

Children who are entitled to 30 hours of free childcare are offered a full time place. There is a small charge compulsory for the additional 1 ¼ hour per week in the nursery timetable. Please note that should your 30 hour code expire you will be liable for the Nursery fees.


Children who are only entitled to 15 hours of free childcare can purchase the other block to make the place up to a full time place subject to availability.

School Lunch

For full day sessions children will require a lunch in Nursery. These are provided by our school kitchen at a rate of £2.50 per day.

After school club

Full time children in our Nursery can attend After School Club until 5:45pm at the cost of £13 if booked in advance.

Group	Age Range	Type of Place	Hours	Cost
Butterflies 	3-4 years	Block 1 15 hours free entitlement	Mon & Tues 9:00am-3:30pm and Weds 9:00-11:00am	£5/week for lunch
		Block 2 15 hours free entitlement	Weds 1:30pm-3:30pm Thurs & Fri 9:00am-3:30pm	£5/week for lunch
		Full time 30 hours free entitlement	9:00am-3:30pm every day	£17.50/week + £12.50/week for lunch
		Full time 15 hours free entitlement + top up	9:00am-3:30pm every day	£122.50/week + £12.50/week for lunch

Induction of children

Before starting at the nursery, all children & parents will be offered a short visit to the nursery setting and a compulsory home visit will be made by our Nursery staff.

There will be a settling in period which typically has the following structure:

Butterflies



Step 1: Child attends nursery for 1 hour with their parent/carer

Step 2: Child attends nursery for half a day and the parent/carer leaves them for a period of time.

Step 3: Child attends nursery for the morning and stays for lunch.

Step 4: Child attends for a full day.

Any one of these steps in the settling in period may be extended depending on the child's individual needs in agreement with the Nursery staff.

The first four settling in days are not charged for in recognition that the parents/carers will be available to support their child in the settling in process.

Procedure for Application

A Nursery application form should be completed for all admissions. Birth dates will be checked against the Birth Certificate. Parents will also be required to provide two proofs of address.

Admission criteria

New admissions are considered on a termly basis.

Children who are using their free entitlement for 15 or 30 hours childcare must use their whole entitlement. It is not possible to split the entitlement between the Nursery and another nursery.

All children will be considered fairly irrespective of gender, race or disability. If there are more applications than the number of places available then children will be admitted based on the following Oversubscription Criteria which are applied in the following order of priority:

1. Children looked after by a Local Authority including adopted children who were previously looked after and children who leave care under a Special Guardianship or Residence Order.

2. Children for whom it is deemed there is strong educational, medical, or social reason to attend the Nursery. **(See Note 1)**
3. Children who have a sibling attending the school or the Nursery and who will continue to do on the date of admission. **(See Note 2)**
4. In the event of oversubscription priority will be given to children who live closest to the Nursery by the shortest walking distance, based on the permanent residential address, at the time of the application, of the parent with whom the child lives (or, if the child lives with parents/carers of shared responsibility, each for part of the week, the address used will be the one from which the child travels to the Nursery for the majority of days per week). A digitised Ordnance Survey map is used to measure the distance from the relevant address to the designated official entrance of Chestnuts Primary School.

The Oversubscription Criteria will be applied to the circumstances as at the time that the application is considered.

NOTE 1: This can include the parents', carers' or other family members' medical conditions and the families social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. doctor or social worker) to support the application. Please discuss with the Head Teacher if you have any questions on what information may be required. A committee of Governors of Chestnuts Primary School will make a decision as to whether to admit the child with reference to the evidence provided.

NOTE 2: For this purpose 'sibling' means a whole, half, or step brother or step sister or adopted sibling resident at the same address

Inclusion & Equal Opportunities

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any child with a disability or child with individual needs a place in our Nursery provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals

involved with the family. Places will be given at the discretion of the Head Teacher in consultation with Governors and may need to take priority.

Application and Allocation dates

Applications are accepted on a termly basis. The schedule for applications is set out below.

Applications received after the closing date will be treated as late applications and will only be considered after the deadline for accepting all on time applications has passed.

Places will be allocated by the dates specified below. Places must be accepted within ten school days of the date of the offer letter. Places not accepted within ten school days may be re-allocated.

Term to start	Closing date	Allocation deadline
Autumn	31st May at 5pm	30 th June
Spring	31 st October at 5pm	30 th November
Summer	14 th February at 5pm	15 th March

Changes to Sessions

Any changes to blocks will only be possible at the beginning of a term. Applications to change a session must be made at least 2 weeks before the beginning of a term to ensure that there is time to process the application. Any changes to sessions will have to be agreed by nursery staff as this may have an impact on who the child's key worker is. Changes to sessions will be subject to availability and will be considered on a first come first served basis.

Payment and Debt

To secure a child's place, a non-refundable deposit will be taken totalling one month of fees for the place applied for. This must be paid at the point of accepting the nursery place.

Fees are payable monthly in advance. Invoices will be issued on a monthly basis specifying the sessions being charged. Late payment and falling into arrears does put a child's place at risk and places may be rescinded if debt is not cleared within a reasonable timeframe.

The school will follow all due diligence to ensure that children taking 30 hour free entitlement places are indeed entitled to the funding. If, however, it later

transpires that the child was not entitled to that free place the parents/carers will be liable for the cost of topping up a part time place to a full time place.

Review of this policy

The Governing Body of Chestnuts Primary School reviews the Nursery admissions policy annually, taking into consideration the needs of our whole school community.