



...With full Day Care and Family Services

KIRKSTEAD ROAD

PINXTON

NOTTINGHAMSHIRE

NG16 6NA

01773 863105

headteacher@pinxton.derbyshire.sch.uk

www.pinxtonnurseryschool.co.uk

Head Teacher & Director of Child Care -

Jayne Allton B.ED (HONS)

Admission Policy

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

PINXTON NURSERY SCHOOL (MAINTAINED)

Pinxton Nursery School is 40 places per session for children from the age of 3 years. Sessions run from 8.45am until 11.45am and 12.45pm until 3.45pm. We offer universal (15 hours) and extended (30 Hours) free early years education entitlement. We aim to be flexible depending on availability and following our admissions criteria. Parents may decide to take up all or part of these funded sessions or share them with another setting. Parents need to inform Pinxton Nursery School if they are sharing provision with another provider as soon as possible. For continuity for a child, there must be a minimum of 2 funded sessions per week at the nursery. The Nursery School also offers an additional 24 childcare places for 3 and 4 year olds. Parents can buy additional sessions if required and dependent on availability.

PINXTON 0-5 NURSERY SCHOOL CIC

The CIC also offers 9 Baby Room places 0-18 months and 16 Toddler Room places 18 months - 3 years. Parents can buy these sessions or can use 2-year funding if eligible. 2 year funded children's parents need to provide the certificate of eligibility and birth certificate. 2 year eligibility is gained through Derbyshire County Council.

Visits are welcome before booking.

2 Year Funding

- Parents will be offered sessions in term time only.
- Parents can buy additional sessions in term time and holiday sessions if required which will be invoiced.

PROCEDURES

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community
- We ensure that information about our setting is accessible in written and spoken form
- We will provide written materials where language needs of families suggest that this is required as well as access to an interpreter
- Once an enquiry is submitted the child will be placed on the waiting list
- We keep a place vacant if this is financially viable to accommodate an emergency admission
- We describe our setting and its practices in terms that makes it clear that it welcomes both fathers and mothers, other relations and other carers including child minders
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting
- We monitor gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity
- We make our equal opportunities policy widely known
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need
- We are flexible about attendance patterns to accommodate the needs of individual children and families providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children

HOW TO APPLY FOR A PLACE

Parents can phone, email or make an appointment to visit nursery to put their Childs name down from birth or they can apply via our website. Visits are warmly welcomed.

Please note: Due to the Covid 19 pandemic, visits into nursery have been suspended.

PINXTON NURSERY SCHOOL (MAINTAINED) OFFERS:

- A place at nursery the term after their third birthday
- 15 hours sessions and 30 hour sessions for eligible 3 and 4 year olds
- Funding can be stretched between maintained and childcare and through school holidays if required
- Daily morning sessions 8:45am-11:45am and afternoon sessions 12:45pm-3:45pm
- The opportunity to buy additional wrap around sessions, breakfast sessions, lunch, tea time sessions and additional sessions
- A contract will be drawn up for purchasing sessions

HOW TO APPLY FOR A PLACE

Parents can ring or come into school to put their child's name down or they can email requests through the website. Visits are warmly welcomed and open days are advertised on our website for everyone to come and have a look around.

WAITING LIST

Parents are encouraged to put their child's name down for nursery as soon as possible, stipulating where possible which session they would prefer their child to access. This helps nursery to predict and therefore plan for different cohort sizes. The date a child's name is put down may be used when allocating places and sessions.

PLACE ALLOCATION

- Parents will be contacted and places will be allocated the term before the child starts nursery.
- Parents are expected to respond and accept the place within the time limit set, otherwise places will be re-allocated
- If there is no place available for a child who is eligible for Nursery funding, The Nursery School will write to the parents informing them of this and offering them a future date when their child will be offered a place or if available reduced sessions. (This may happen in the Summer Term due to high numbers. Children will be offered places in the Autumn Term)

September starters - During May half term

January starters - During October half term

Easter starters - During the February half term

GETTING READY FOR MAINTAINED NURSERY

We have an induction day in which parents and children get to meet staff and are introduced to their key worker. Staff in pairs take part in doorstep visits to the family home. These are arranged for the induction day. Staff will contact before visiting to arrange a convenient time. Children will receive a book bag and teddy to support transition and support well-being once children start nursery. Additional activities are sent prior to starting nursery in which to support readiness for nursery.

CHILDCARE

Children in the under 3's are offered a taster session, which provides the opportunity for parents and children to feel settled within the setting. It also allows staff to gather information about the children and their routine.

CRITERIA FOR ADMISSIONS TO PINXTON NURSERY SCHOOL

In the case of oversubscription, priority will be given to children in the following order:

1. Children who are already of Nursery age i.e. 3 or 4
2. Children who are already of Nursery age i.e. 3 or 4 and are in care or have a safeguarding plan
3. Children who are already of Nursery age i.e. 3 or 4 who have a disability or special educational need
4. Children who live in the catchment area of Pinxton (this includes Pinxton Ward & Broad Meadows Ward)
5. Children who are attending Pinxton Nursery School CIC
6. Places will then be allocated based on the date the initial admissions form was completed/sessions requested.
7. Children who live out of the catchment area of Pinxton

The Governing Body monitor and review all provision at the Nursery School and determine any changes necessary based upon sustainability and funding issues and have final decision making duties regarding any issues raised.

This Admission Policy will be reviewed annually by the Governing Body and Head Teacher

Jayne Allton - Head Teacher

Policy was adopted at Teaching and Learning Committee - reviewed February 2017

Reviewed- February 2018

Date reviewed January 2022

Signatory Chair of Governors and Date.....