

Fulbridge Academy



Nursery Admission Policy

Date approved:	June 2023
Date reviewed:	June 2023
Date of next review:	June 2024

CONTEXT

Little Oak Nursery is a maintained nursery for 3 and 4 year olds which is part of the Fulbridge Academy. It provides a provision of either 15 or 30 hour places, this includes free childcare funded places for 15 or 30 hours if you are eligible. Both morning and afternoon sessions are available with the opportunity to add lunchtime supervision and a hot lunch should your child stay for the both sessions. Each session can offer a maximum of 28 spaces. The nursery is normally at full capacity every September, but should places become available after September they will be filled from the waiting list.

This document outlines the process and policy that applies to Fulbridge Academy's maintained nursery class Little Oak.

The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years old. In Little Oak, all three and four year old children are entitled to 15 hours per week of free childcare for 38 weeks per year. This is a total of 570 hours of free early education each year. Children can start their free childcare in Little Oak, in the term following their third birthday, until they take up their school place in Reception.

ALLOCATION OF PLACES

Places are allocated by the Governing body, the main September allocation is done on May 1st, the governors will meet on the nearest available day to May 1st.

Places will be offered on a first come first served basis. Parents/carers can request a place to join the waiting list for Little Oak Nursery from one year in advance of their desired start date.

Any applications after May 1st will be added to the waiting list and offered should a place come available.

APPLICATION PROCESS FOR A NURSERY PLACE AT LITTLE OAK

Parents must formally apply for a place through the Fulbridge Academy's website.

HOW PARENTS ARE INFORMED

When applications are received by Fulbridge Academy, confirmation is sent by e-mail or letter confirming their application and when we will write to them either:

- a) To offer a place
- b) To say they are on the waiting list

Parents will then confirm their acceptance and a start date will be confirmed. Parents will then be invited into the Little Oak Nursery to meet the staff working in the nursery and to share any information pertaining to their child.