

**Fulbridge Academy**



## **Nursery Admission Policy**

Date approved:	June 2024
Date reviewed:	June 2024
Date of next review:	June 2025

## 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 for 30-hour and some 15-hour places, this includes funded childcare places for 30 or 15 hours if you are eligible. Both morning and afternoon sessions are available with the opportunity to purchase a hot lunch (at the current cost of a hot dinner) should your child stay for 30 hours. Each session can offer a maximum of 32 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 for 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 funded childcare for 38 weeks per year. This is a total of 570 hours of funded early education each year. Children can start their funded childcare hours in Little Oak, in the term following their third birthday, until July of the term before they start in Reception.

### 1.0 ALLOCATION OF PLACES

Places are allocated by the Governing body, the main September allocation is done by the end of June in the summer term.

Please see below for the criteria that the Governors will apply. Places will be allocated in the order stated below.

- Children who are entitled to 30-hour funding. ( a 30-hour code will need to be provided before the child starts)
- Children who are 15 hours with siblings at the academy (all children are entitled to this funding)
- Any other children on a first come first served basis, in date order of their application.

Parents/carers can request a place to join the waiting list for Little Oak Nursery one year in advance of their desired start date.

Any applications after this will be added to the waiting list and offered should a place become available.

## **2.0 APPLICATION PROCESS FOR A NURSERY PLACE AT LITTLE OAK**

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

## **3.0 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 be required to confirm the place, within 2 weeks of the offer. Or the place is given to the next child on the list.

Parents will then be invited into the Little Oak Nursery to meet the staff working in the nursery and to share any information about their child

For new starters, a funding form must be completed as part of the application process for the nursery to claim the funding for the child.

For parents of children aged 3 and 4 that are eligible to claim 30 hours funding a code must be provided to the Nursery which can be obtained from <https://www.gov.uk/30-hours-free-childcare> this website will also contain information about who is eligible.

The 30-hour funding codes must be re-applied for by parents every 3 months. Failure to re-apply/validate the code will put your funding at risk. If parents no longer have a valid code they will be charged for all of the sessions their child attends

## **4.0 NOTICE OF LEAVE**

We operate a four-week notice period for any child leaving our setting. If a child is transferring from another setting a 4-week notice period must be given to the previous child care provider. This will allow time for any funding to be cancelled at the previous setting and then claimed at the new setting. Failure to provide 4 weeks notice will put funding at risk and the parent/carers could be asked to pay for sessions until the funding is in place.

## **5.0 RECEPTION APPLICATIONS**

Gaining a place at Little Oak Nursery is not a guarantee of a reception place at Fulbridge Academy. Parents/carers will need to apply for a Reception through the Local Authority.

Access to the Local Authority website can be found via this link

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/startin-g-school-in-reception>

## **6.0 POLICY REVIEW**

The nursery policy will be reviewed annually.