

**Nursery Admissions Policy**

This policy outlines how children are offered places at Grange Nursery, the allocation of Nursery sessions, admissions procedures, and extended hours funding provision (30 hours).

**Nursery Admissions**

At Grange we initially offer Nursery places for a September start, to those children who turn three years old on or before 31st August. If there are spaces available, children can be admitted to Nursery midyear at the start of the term after their third birthday. For example, a child born between 1st September and 31st December could start Nursery in January.

Applications for Grange Nursery may be submitted at any time from birth and can be kept on a waiting list. If your child is due to start Nursery in September, the office team will make contact during the Summer term to discuss our offer and your entitlement.

For a January start date, the team will make contact during the Autumn term, if there are spaces available.

Please note: Admission to Grange Nursery does not constitute an entitlement of a place at Grange Primary School. School admissions are dealt with separately by Derbyshire County Council and Nursery are not involved in this process. For more information on the school admission process please see Derbyshire County Council’s website.

**Our offer**

**15hour Funding – Standard Entitlement**

All parents are entitled to a universal 15 hours funded Nursery education. Children may attend Grange Nursery for a minimum of 15 hours, in the form of five half day sessions (either morning or afternoon) or where possible, two full days and one-half day session.

**30hour funding – Extended hours**

Many working parents are entitled to 30 hours funded Nursery education for three and four year olds. Parents will be required to complete an online eligibility checker and provide a reference number to confirm eligibility for 30 hours funded Nursery education. This enables children to attend Grange Nursery for a full day (9am-3pm) five days a week.

**Application process**

Parents may register their interest for a Nursery place at any time by contacting the school office and completing a yellow application form which should be collected from the main school reception.

A member of the office team will make contact the term before your child is due to start Nursery. They will confirm whether the place is still required and check your entitlement to funded Nursery education.

Following this, a letter will be sent confirming each Nursery place and hours. This will also include an invitation to a stay and play session at Nursery. Upon receipt of this letter, you are requested to collect an information pack from the school office containing a selection of forms which should be returned on the stay and play session.

At the stay and play session you will be informed of your child’s start date.

Children are admitted to Nursery over the course of a week. Wherever possible we will try to accommodate parents working hours. Please speak to the Nursery staff during the stay and play session if this is a concern.

We allocate places in line with the following criteria:

1. Looked after children, or children who have been adopted (or became subject to a child arrangements/special guardianship order).
2. Children living in our catchment area at the time of application who have siblings attending our school.
3. Children living in our catchment area at the time of application.
4. Children not living in our catchment area but who have siblings attending our school.
5. Other children whose parents have requested a place.

Priority will be given to children accessing the universal offer of 15 hours before places for additional hours are allocated.

These procedures will be reviewed annually.

Date of review by Governing body

September 2023

Signed:

Date: