



Nursery Admissions and Sessions Policy

Goldfield Infants' & Nursery School

Next Review	Autumn 2024
Duration	1 year

ADMISSIONS

1. Admission to Nursery will be applied using Goldfields' Nursery Admission Rules, these are based on guidelines from Hertfordshire County Council oversubscription criteria for maintained nursery schools and classes. Once a place has been offered and accepted, this will qualify your child for the five Government Funded sessions (15 hours).

2. If you are entitled to the additional 15 hours funding (30 hours), the admission rules will still apply and places will be allocated in the same way using the same Goldfields' Nursery Admission Rules.

NURSERY SESSIONS

1. Session choices are requested from parents to indicate their choice of sessions and places are allocated if there is space in the session.

2. Allocation of sessions will be applied in the following order:-

a) Children looked after and children who were previously looked after.

b) Children with particular medical and social requirements may be admitted to the sessions that would most suit their needs, in consultation with the school, parents and other agencies involved.

c) Children who have a sibling on roll at Goldfield Infants' and Nursery school or at Bishop Wood school (our linked school) up to Year 5 at the time of application.

d) Children for whom this is their nearest Nursery.

e) Children who live nearest to the school

f) Late applications and mid-year applications to Nursery will be able to request their choice of sessions but will only be allocated a session where there is space available.

3. Selection will not be based on grounds of gender, race or religion.

4. Sessions will be allocated in April/May for the next academic year.

5. We encourage parents to use a minimum of 5 sessions per week to enable your child to benefit from the academic curriculum.

6. Access to additional sessions is not guaranteed but is dependent on capacity and spaces available as well as qualification for the additional funding hours.

7. Once agreed, sessions are set for the year and cannot be changed, except in exceptional circumstances and at the school's discretion.

8. Any extra available session(s) will be advertised termly and allocated according to this policy.

9. All children allocated a Nursery place at our school are able to start at the beginning of the academic year (September), regardless of their birthdate, as we operate a one-term in-take in Nursery.

10. Once a place has been allocated, deferrals to the Nursery class of one term (January start) can be requested for children born after 1 April, although the school believes all children would benefit from attending a three term Nursery curriculum.

11. We will be flexible to meet individual needs and exceptions to the set session times can be discussed with the Headteacher and EYFS lead.

NURSERY CHARGES

1. The government funded sessions you are allocated will be allocated first (Monday onwards). Any additional sessions and lunch clubs above your funding are to be paid for.

2. Sessions are set for the year. Sessions can only be increased termly and only if there is availability. A letter will be sent out advising you of available additional sessions. Your request for additional sessions must be returned by the date given on the letter for us to consider this.

3. An additional session is defined as a morning or afternoon as per our session times, regardless of child drop off and pick up times, and is over and above the government funded sessions offered. Additional hours above your funded allocation will be invoiced as per our schedule of charges.
4. The lunch club session is defined as the 45 minute supervised session from 11.30am to 12.15pm. It is a supervisory charge and does not include lunch itself, which is provided by you, unless you choose for your child to have hot school dinners, where an additional charge will be incurred per meal, per day.
5. We accept payments by the following methods:
 - a. School On-line Electronic Payment System
 - b. Childcare Vouchers
 - c. Tax-Free Childcare
6. All additional sessions and lunch club sessions allocated will be invoiced half-termly, in the last week of the previous half term for payment in the first 5 working days of the new half term.
7. Outstanding debts will be brought to the attention of the Governors.
8. If the school is closed you will not be charged for your paid additional sessions or lunch clubs.
9. Absence of the pupil during term time, e.g. through illness or holiday, will still be chargeable.

SCHEDULE OF CHARGES

From 1st September 2023 the following charges apply:

Additional Session: £20:00

Lunch Club Session: £5:00

Hot Lunches: (set by provider)

Dates for Nursery admissions

Monday 26th February 2024 - Nursery applications open

Friday 22nd March 2024 - Nursery applications close for on time applications. (Can still accept applications after this point but they will be dealt with after on time applications)

Friday 19th April 2024 - Nursery places offered to families by email.

Friday 26th April 2024 - Deadline for families to accept nursery places in writing (email is ok)

From 26th April, can continue to accept applications and allocate places based on availability.