

Carlyle Infant and Nursery School

Nursery Admissions Policy



Headteacher:

L Besenzi

Laura Besenzi

Chair of Governors:

L Leszek Puszczynski

Leszek Puszczynski

Mission Statement

Carlyle Infant School aims to create a positive and stimulating environment where members of our school community can develop to their full potential. The school encourages all children to become enthusiastic, effective learners and confident, caring and responsible members of our society.

Aims

- To provide a broad, relevant, balanced and challenging curriculum for all children.
- To develop productive partnerships between school, home and the wider community.
- To encourage pupils to value themselves and others as individuals and as part of a diverse world wide community.
- To expect and provide support for high standards of achievement and behaviour.

Date of Policy	March 2017
To be reviewed	March 2018
Member of Staff responsible for the Policy	Mrs Karina Basterfield Class Teacher

Carlyle Infant and Nursery School welcomes applications for Nursery from parents who would like a place for their child aged between 3 years and 4 years (prior to starting in a Reception class in a school). Carlyle Infant and Nursery School operates a policy for equal opportunities. There are potential places available for children who are eligible to receive Rising 3 funding, which means they could start as soon as they turn 3.

There are not always enough places for every child whose parents have requested one. If this happens, we have to use an order of priority for all admission requests. Children are usually admitted to Nursery in September, January and March or April (depending on when Easter falls). When places become available at other times, the same criteria will apply.

From September 2017, some parents will be eligible to receive 30 hours per week of funded childcare. If they are not eligible for this, they will still be eligible for 15 hours of funded childcare per week. The Governing Board has determined that Carlyle Infant and Nursery School will offer places to accommodate both 30 hour and 15 hour places. This will be offered as follows:

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|----------|-----------------------------------------------------------------------------------------------------|
| Option 1 | 30 hours – Monday to Friday from 8.45am until 3.15pm |
| Option 2 | 15 hours – Monday and Tuesday from 8.45am until 3.15pm and Wednesday am from 8.45am until 11.45am. |
| Option 3 | 15 hours – Wednesday pm from 12.15pm until 3.15pm and Thursday and Friday from 8.45am until 3.15pm. |
| Option 4 | Monday to Friday from 8.45am until 11.45am |
| Option 5 | Monday to Friday from 12.15pm until 3.15pm |

If parents are eligible to receive 30 hours of funded childcare, they may select option 1 and purchase wrap around care via our Early Birds / Night Owls club and choose to pay by either cash or childcare vouchers. OR, they may select options 2 – 5 and use their remaining hours to top up with wrap around care via our Early Birds / Night Owls club or another childcare provider.

Parents must provide packed lunches for the days where the child/ren stay all day (i.e. 8.45am until 3.15pm). On a short day (8.45am until 11.45am OR 12.15pm until 3.15pm), lunch does not need to be provided as there is no lunch break and the children will need to eat lunch either before or after the session. Children in EVERY session will be provided with a snack and drink.

Please note that a Nursery Class Teacher and Teaching Assistant will be available every day for comments, questions and updates regarding relevant information for your child/ren at the morning drop off and the afternoon pick up. (either 8.45am OR 3.15pm). Lunchtime sessions will be supervised by two Midday Supervisors, who can liaise with the teaching staff on your behalf. If you do need to speak to a member of the Nursery teaching staff outside of these times, please contact the school office who can arrange a telephone appointment or face to face appointment if necessary.

Carlyle Infant and Nursery School will try to accommodate all requests for parents' session preference, but there may be times when it is necessary to offer an alternative.

The order of priority is:

1. Children who are at least 3 years old and who are looked after by a local authority in accordance with Section 2 (1) of the Children Act 1989.
2. Children who are 4 years old who are living in the catchment area served by the school and who have brothers or sisters of school age STILL attending the school at the time of their admission.
3. Other children who are 4 years old and living in the catchment area at the time of admission.
4. Children who are 4 years old and who do not live in the catchment area served by the school, but who have brothers or sisters of school age attending the school at the time of their admission.
5. Other 4 year old children whose parents have requested a place.
6. Children who are 3 years old who are living in the catchment area served by the school and who have brothers or sisters of school age still attending the school at the time of their admission.
7. Other children who are 3 years old and living in the catchment area at the time of their admission.
8. Children who are 3 years old and who do not live in the catchment area served by the school, but who have brothers or sisters of school age attending the school at the time of their admission.
9. Other 3 year old children whose parents have requested a place.

For the purposes of admissions, we class a brother or sister as:

- Having one or both natural parents in common.
- Being related by a parent's marriage or are adopted or fostered.

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

Parents of Nursery children will be reminded of the need to apply for a place at a primary or infant school during the autumn term before their admission into a Reception class for the following September, via their Local Authority.

Note: a place at Carlyle Infant School's nursery does not guarantee a place into Reception at this school.

