



## **Admission Policy**

### **Rationale**

Midland Road Nursery School and Children's Centre is committed to the integration of Early Years Education and Care.

The structure of family life has changed with more parents working or undertaking training outside the home thereby creating a need for more flexible nursery provision. Our Nursery School and Centre wishes to maximise its resources in offering affordable, accessible and high quality provision in order to support families in our community. Our aims will apply to all provision, with specific objectives for each aspect of our services.

### **Aims**

- To provide, where possible, inclusive integrated care and education for children Birth- 5 years.
- To offer flexible admission arrangements which balance the needs of parents and children but do not compromise quality.
- To work with other agencies to ensure continuity of provision on entry and transfer.
- To ensure that administrative systems are in place to facilitate high quality admission and transfer procedures.

### **Admission arrangements**

- Children from any area within Bradford Metropolitan District may be placed on our waiting lists for Core or Extended Provision by contacting the school directly.

### **Admissions criteria**

#### Core Admissions

#### ***Government funded free places – 15 hours entitlement for 3 – 4 years olds***

- Children will be admitted to core (free place) subject to availability. Priority will be given to children the term after they are 3 years old. A part-time place is normally for 5 mornings or 5 afternoons or 2 and half days per week either at the beginnings or end of the week,
- Priority will be given to children with special educational or family support needs.
- Priority will also be given to children who have been attending our Nursery from a younger age (Birth – 3 years) in order to support continuity
- Priority will be given to children living in the Children's Centre Reach Area
- These places can be used in conjunction with fee paying places.

#### ***Government funded free places – 30 hours entitlement for 3 – 4 years olds***

- *These places are open to all families eligible i.e. who meet Government criteria and can be used in conjunction with fee paying places*
- *We offer places 8.45- 3.30 Monday to Friday, with a charge for lunch time. Alternatively parents can have Monday 8.45-3.30 Monday to Thursday paying only for meals and then Friday 8.45 – 11.45*

### ***Government funded free places – 15 hours entitlement for 2 year olds***

- Children may be awarded a place if they fulfil the LA criteria, which assesses family income
- If children meet the criteria then a sessional place will be offered, these places can be taken Term Time Only or All Year Round
- Priority will be given to children with special educational or family support needs.
- Priority will be given to children living in the Children's Centre Reach Area.

### ***Fee Paying - Extended Provision Admissions (Birth to 2 years and Wrap Around)***

- The Centre promotes and provides extended integrated care and education, including before and after school and during the holidays 51 weeks of the year. Extended places are for children 3 months to 5 years and are fee paying places. These places cater for very young children, before core entitlement would start and also children whose parents/carers require nursery time over and above core entitlement.
- Parents requesting a place will be put in contact with Extended Provision Co-ordinator who will allocate places as available by waiting list order.
- Children will be allocated an extended provision place as soon as one is available in a room appropriate for their age, and according to their place on the waiting list.
- Consideration will be given to the needs of children in each group when allocating a place, for example the number of children under 1 in the under two's provision will be considered carefully to ensure the needs of all children will be met.
- Priority will be given to children with Special educational or family needs.
- Parents/Carers will sign a contract explaining our pricing policy for extended places.
- Admission can be at anytime during the term in order to support family needs.
- Children cannot be admitted to nursery or crèche without having their first 3 months immunisations. This information is recorded on the Family Support assessment form, which is completed with the E start registration.

### **Transitions**

- The Centre will liaise carefully with other parents and agencies where appropriate in order to gain a full profile of children on entry and thereafter.
- The centre will liaise carefully with parents to ensure the transfer from home to nursery, and from part-time to full-time is smooth and in the best interest of the child.
- Where children have an additional need or disability extra support may be offered to meet the needs of the child linked to the stage of assessment according to the Special Educational Needs Code of Practice.
- The Centre will liaise carefully with local schools to maximise opportunities for continuity and progression on children's transfer
- Allocation of places and transfers between units will be the responsibility of the Head in consultation with the Deputy and room leaders.
- The Centre will liaise with local schools whenever possible to ensure that there is no overlap in the allocation of nursery places.
- Children who have a place at another maintained nursery will not normally be allocated a place. However in specific circumstances, where a vulnerable child requires a dual place for shared support, a split – funding arrangements would be made between both providers.