



Horndon-on-the-Hill Church of England Primary School

Nursery Admissions Policy

July 2021

We are all part of God's family. Through trying our best in all we do, we find a sense of belonging.

1 Corinthians 12:27 - All of you together are Christ's body, and each of you is a part of it.

Respect, Honesty, Thoughtfulness, Courage, Responsibility

Signed-----

Chair of Governors

Date to be reviewed-----July 2022-----

Equality, Equity, Democracy, Self-help, Self-Responsibility, Solidarity

Nursery Admissions Policy

Our Nursery is located within the Old School House. We have a large secure outdoor area. We accept children into the Nursery following their second birthday. Parents must complete the Nursery registration and data forms to apply for a place. Our Early Years Leader will then contact you to confirm the sessions available and to offer a stay and play session and a start date. Parents must provide proof of address and their child's birth certificate during the stay and play session and these must be received before a child can start.

Should your child have any special educational needs, medical or dietary needs please make an appointment through the school office to speak to the Early Years Leader when applying. This way we can ensure we have all the relevant information needed to enable us to best support your child.

Children can attend either morning sessions, afternoon sessions, full days. Or a mixture of these. We recommend that children attend a minimum of 2 sessions per week. We accept 2-year-old funding, 30-hour funding, 3- and 4-year-old 15-hour funding and you can pay for sessions via a tax-free childcare account. Other payments must be made via the school's online Pay360 system.

The Nursery follows the same calendar as the rest of the school and will close during the school holidays. Nursery children can attend the school's Wrap Around Care provision after school on a Monday, Tuesday and Wednesday. The Wrap around Service runs from the Nursery building. Application forms for this service can be obtained from the school office.

It is important to understand that a place within the Nursery does not guarantee a place for your child in the main school. You need to apply to the Local Area Admissions department for a place in the main school before your child is due to start school, regardless of whether you are in or out of the catchment area.

In the event of oversubscription, the following criteria will be used to decide which applications have priority:

- Children in care or previously in care
- Children who live with parents/guardians who work for the OCAT Academy Trust when the parent /guardian has been employed for a minimum of two years or has been employed by the Trust to fill a specific role
- Siblings of children attending school
- Other children by distance from the school.

Morning sessions are from 8.30am - 11.30am

Afternoon sessions are from 11.30am - 2.30pm

A full day is from 8.30am - 2.30pm

Nursery fees are £18 per session.