

# Framwellgate Moor Primary School



## Nursery Admissions Policy

### 2023-2024

Framwellgate Moor Primary School adheres to Durham County Council's Admission Policy.

Children are eligible for places in the Nursery irrespective of whether they will be transferring into this school for the period of statutory education.

Parents are entitled to put their children's name on the nursery waiting list.

Admissions relate to the date of birth of the child. Exceptions may be made for Children in Need, SEND and those in receipt of a golden ticket for 2 year olds and 30 hours code for 3 year olds. In addition to this sessions can be paid for providing wrap around care for those families requiring it.

#### Special Needs

The Nursery has facilities to cater for children with special needs. Support is arranged through liaison with the LEA and Outreach Nursery Support providers.

#### Caterpillars and Butterflies

There are 2 Nurseries available at Framwellgate Moor Primary School; the Caterpillars and the Butterflies. The Butterflies Nursery offers 15 or 30 hours\* per week for children who will be going to Reception the following September and is funded by the FFE. All places are prioritised for FFE. If there are spare places, parents access these as additional paid sessions. The Caterpillars Nursery offers 2 year old, Rising 3 and 3 year old places

from the term following a child's 2<sup>nd</sup> or 3<sup>rd</sup> birthday. If the Butterflies Nursery has no available paid places, parents will be offered paid sessions in the Caterpillars Nursery.

\*Parents are now able to check their eligibility for 30 hours Nursery online on the Childcare Choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### FFE Funded Nursery Admissions Procedures

#### 3 year old Nursery

##### 15 Hours Nursery

Parents can choose the following options when considering their children's nursery provision:

**Option 1:** 5 sessions offered across the week, every morning

**Option 2:** 5 sessions offered across the week, every afternoon

**Option 3:** 2½ day sessions offered on Monday, Tuesday and Wednesday morning. Children have a School Meal and a charge of £6.00 per day is required to cover lunchtime supervision and meal costs.

**Option 4:** 2½ day sessions offered on Wednesday afternoon, Thursday and Friday. Children have a School Meal and a charge of £6.00 per day is required to cover lunchtime supervision and meal costs.

##### 30 Hours Nursery

Parents are able to choose any combination of the following sessions to equal 30 hours:

7.30am – 8.30am – **1 hour**

8.30am – 2.30pm – **6 hours**

2.30pm – 3.30pm – **1 hour**

The Nursery intakes take place during the School Year; the first in September, again in January and then in April. Children are offered places for the term following their 3<sup>rd</sup> birthday using their free 15 or 30 hours FFE funded place.

#### 2 year old Nursery

Parents can opt to pay for these sessions or they can access a free place if they receive one or more of the following:

- Income Support
- Job Seekers Allowance
- Support for 'Looked After' Child
- Child Tax Credit—income below £16,190
- Guaranteed Element of State Pension Credit
- Support under the Immigration and Asylum Act 1999
- Employment and Support Allowance—income related
- Disability Living Allowance (child)

- Working Tax Credits and earn no more than £16,190
- Current Statement of Special Educational Needs or an Education, Health and Care Plan (child)
- Left care through Special Guardianship, or an Adoption or Residence Order

Letters are sent out offering places during the term before your child is due to start Nursery. Parents accepting places are asked to return the Durham County Council Funding form which is with the letter and return this to school. If any child does not take up their place at the beginning of the academic year or leaves throughout the course of the year, their place will be offered to the next child on the waiting list.

### Waiting Lists

If there are not sufficient places for the required sessions that parents opt for, the child can be placed on a waiting list.

The child may be able to access another session for example afternoon sessions whilst waiting for a morning place.

There is no guarantee when a place will be offered. The lists will be kept in order of request.

### Païd sessions

Pupils requiring additional paid sessions in Nursery will only be allocated these if there are spare places. Pupils wishing to access 15 hours funded places will take priority over families requiring paid sessions.

Pupils may be offered paid sessions in the Caterpillars Nursery in order to meet the requests and support the families. This will be explained in the Offer letter and once signed parents have agreed to this organisation. Parents cannot request that pupils access their paid sessions in the Butterflies also when there are no available places.

### Starting Nursery

A one hour Nursery visit will be arranged for all children in the term prior to them starting Nursery. This visit will give you both a chance to meet the Nursery staff, and for your child to become familiar with the nursery setting. The process of visits and starting Nursery will be kept under constant observation to ensure the process is as happy and child friendly as possible.

A welcome pack will be given to parents during this visit which will include confidential and consent forms to be completed, information leaflets and a copy of the School Brochure.

Parents are asked to return the completed confidential, data collection and relevant consent forms together with a photograph of their child and a copy of their child's birth certificate to the school.

Reviewed by Mrs B Smith

September 2023

To be reviewed September 2024