

# Higham Ferrers Nursery and Infant School

**'Together, we enjoy learning in a happy,  
caring and friendly environment'**



## ***NURSERY ADMISSIONS POLICY***

**This Policy was agreed by the Full Governing Body in  
Summer (2023)**

**It will be reviewed in Summer (2024)**

*(L & M Committee)*

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Signed:

*(Chair of Governors)*

The Governing body of Higham Ferrers Nursery and Infant School applies the regulations on admissions fairly and equally to all those who wish to attend this school. We are an inclusive school that welcomes children from all backgrounds and abilities. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the number of places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the nursery of their choice. However, this is not always possible, due to the excess demand on places available.

## **AIMS**

We wish to encourage families to access high quality educational provision for their children in our Nursery. The children will be safe and happy and get the best start to their learning journey. Through our Admissions Policy we aim to:

- Make our process clear to prospective families
- Ensure that our procedures are fair and equitable so that all children can access education opportunity
- Ensure that our admission arrangements comply with all relevant equalities legislation

## **STAFFING**

Our nursery is led by a qualified teacher who is a member of the senior leadership team in the school and is also special needs co-ordinator. In the past, this teacher has taught in Reception and has vast experience in providing good quality early years' provision. In addition, we have a Higher Level Teaching Assistant as well as an experienced Teaching Assistant.

## **OFSTED**

The school was inspected in February 2020 and was graded as 'good' in all areas. Ofsted commented:

'Pupils get off to a flying start in the Nursery. During our time in this classroom, we saw very happy children playing and learning alongside each other and being well supported by the adults. No opportunity was missed to promote children's learning in this part of the school.'

'Nursery staff's focus on promoting learning extends to children's personal development and behaviour. We heard staff modelling good manners and encouraging children to copy them.'

## APPLICATIONS

At Higham Ferrers Nursery children can attend either part time (morning/afternoon or morning/afternoon + lunch) or full time (9am – 3pm) each week or a mixture of both. If children attend for any full days, parents have the option of collecting them for the lunch session or alternatively leaving their child in nursery for lunch. **Packed lunch must be supplied by the parent/carer.**

Our Nursery offers the full 15-hour entitlement and the 30-hour entitlement for working parents\*\* as follows:

- Up to 15/30 hours can be used via a mixture of sessions and lunches each week, Monday to Friday, during 38 weeks a year, term time only.
- To be eligible for the free entitlement children must have their third birthday before the 31st of the month prior to intake. Depending on spaces there will be an intake in September, January and April. Eligibility will be verified by families providing proof of address and birth certificate.
- **If parents require more than the free 15/30-hour entitlement, there is a cost of £12 per morning/afternoon session and £4 per lunch session. Invoices will be sent at the beginning of each month for that month. Any non-payment may result in a child losing their place at the Nursery.**
- Please note that if you are claiming the 15/30 hours there is an expectation that your child attends Nursery as this is government funded money. Long periods of unsubstantiated absence may result in your place being given to another child and your funding stopped.

If children are absent for a paid session, the fee still applies.

\*\* Parents/Carers must provide the school with evidence of eligibility at the time an offer of a place is made and accepted (this can be checked via an online calculator, please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)) prior to children starting in Nursery and eligibility must be reconfirmed on a three-monthly basis.

### Session Times and Arrangements

MORNING	9.00—11.30am	Gates open at 8:50am
LUNCH	11.30—12.30pm	Gates open at 11.25am
AFTERNOON	12.30am—3.00pm	Gates open at 12.25pm

**The gate will be closed 5 minutes after the start and end of each session.**

## ADMISSIONS CRITERIA

The following factors will be taken into account when allocating places:

1. Applications for a place in the Nursery cannot be submitted until the September of the school year in which the child becomes three years old. For example, applications for Nursery places for September 2023 cannot be made until September 2022.
2. Places will not be allocated immediately; applications will be held on a waiting list until the last day of January the following year.
3. As soon as practicable after the 31<sup>st</sup> January places at the Nursery will be allocated. In allocating places to the children the Governors will use different priorities according to circumstances; places will be allocated in the following sequence:
  - To children with an Education and Health Care Plan.
  - To children in the care of the Local Authority – ‘Looked After Children’.
  - Children involved with social services
  - To children with siblings currently attending Higham Ferrers Nursery and Infant School or Higham Ferrers Junior School who wish to take up 30 hours provision.
  - To children who want to take up 30 hours provision. (Parents by accepting their place with this criteria will be responsible for full fees if they turn out not to be eligible for the 30 hour funding).
  - To children with siblings currently attending Higham Ferrers Nursery and Infant School or Higham Ferrers Junior School who wish to take up less than 30 hours provision.
  - To any other applicants.
4. In the event of oversubscription in any of the above criteria, the proximity of the child’s home to the school will be a deciding factor. The child’s home is the registered address where the child’s benefit is paid. This will be measured electronically by straight line distance between the post office address point of the home and the post office address of the school, with those living nearer the school receiving higher priority until all places are allocated.
5. Families will be given two weeks from the date of the offer letter to accept the place. If no acceptance is received at the school by the due date the place will be withdrawn and offered to another family.
6. Wherever possible families will be allocated their requested sessions. Where there are more applicants for sessions than there are places, allocation will be made according to the priorities under points 4 and 5 above. If it is not possible to allocate families their preferred sessions they will be offered alternatives.
7. Unsuccessful applicants will be advised accordingly in writing after allocation has taken place (this is to give the school the opportunity to reallocate any places not accepted in the first stage of the process.) The letter will, amongst other things, include details of the Northamptonshire County Councils Families Information Service so that those families that need it can seek assistance in finding alternative places.

8. Unsuccessful applicants will be held on file until the start of the school year to give the school the opportunity to reallocate any places not taken up at the start of the academic year.
9. If spaces remain after the September Intake, an Intake in January and/or April will be offered.

## **MOVING TO NORTHAMPTONSHIRE DURING THE APPLICATION PROCESS**

If you are moving into or within Northamptonshire during the process, you have until the last day of January to submit an application. If you move after the 31<sup>st</sup> January but before the start of the Autumn Term, consideration will be given to your application but places may have been allocated and your child's name will be put on the school's waiting list. If a place becomes available, the place will be allocated in accordance with the priorities above.

## **APPLYING FOR A NURSERY PLACE OUTSIDE THE NORMAL TIMES**

If you move into Northamptonshire and require a Nursery place outside the normal deadline dates you will need to contact the school directly to see if there are any places. If there are no places your child's name can be put on the waiting list. If a place becomes available, the place will be allocated in accordance with the priorities above.

### **Note:**

**Please note that our Admissions Policy to the Nursery does not give automatic entry to statutory education at the school.** Parents must follow the Local Education Authority's formal application process for Reception which is available either on line at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) or you can call 01604 236599 for a booklet entitled 'Applying for a Primary School Place in Northamptonshire'.

The policy was reviewed and updated in March 2023.