



## Nursery Admissions Policy

At Cestria we have a Governor led nursery unit named Little Comets which comprises of three rooms and an outdoor area. We have a specific two-year old room, a three-year-old room and a mixed room. We also have access to toilets directly via the classroom and an enclosed changing area.

### APPLICATION PROCESS

You can register your interest by emailing [s.smith105@cestria.durham.sch.uk](mailto:s.smith105@cestria.durham.sch.uk)

Once applications are returned the school office will inform you of availability and possible start date for your child.

You can register for two year old and three year old provision providing you have an eligible Government childcare code. Check your eligibility at: <https://beststartinlife.gov.uk/eligibility-checker/>

*\*We do not offer private funded nursery applications*

### **Two Year Olds**

Places available for children aged 2-3 years old

- 15 Hour places – available the term after your child turns 2 years old.
  - 15 hour places are either:  
  
Mornings 8.30am – 11.30am – no lunch included  
  
OR  
  
Afternoons 12 – 3pm – no lunch included
- 30 Hour places – available following your child's 2nd birthday.
  - 30 Hours are daily from 8.30am – 3pm

*ALL two-year olds require an eligibility code which states whether the entitlement is for 15/30 hours. All of our offers are conditional upon receipt and validation of this code.*

### **Three Year Olds**

- 15 Hour places available the term following your child's 3<sup>rd</sup> birthday (**15 hour offer is universal offer for all children after their 3<sup>rd</sup> birthday**).
- 30 Hour places available following your child's 3<sup>rd</sup> birthday.
  - 15 hour places are either:

Mornings 8.30am – 11.30am – no lunch included

OR

Afternoons 12 – 3pm – no lunch included

- 30 Hours are daily from 8.30am – 3pm

*ALL 30-hour three year olds require an eligibility code. ALL children over the age of three are entitled to 15 hours government funded childcare-no code required. All of our offers are conditional upon receipt and validation of this code.*

### **ADMITTANCE CRITERIA**

- 1 – Placed on a waiting list in order of register of interest
- 2 – Phase 1 is to allocate our 30-hour places, phase 2 is for our 15 hour places

*Please note if no space is available then you can be placed on our waiting list*

In order to formally accept an offer, the parent/carer must submit the following documents by the specified deadline:

- proof of Date of Birth (birth certificate or passport)
- proof of child's address
- Pupil Application Pack

### **WITHDRAWING OFFERS**

Once a written offer has been made there are limited circumstances in which an offer can be withdrawn – these are as follows:

- offers made in error
- offers made on the basis of fraudulent applications
- offers made on the basis of intentionally misleading applications
- parents not responding to an offer within the deadline
- a child is in receipt of more than their entitlement of nursery education
- a family registering their child at two maintained settings.

### **ATTENDANCE**

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend.

## REFUSAL OF ADMISSION

A child will only be refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age
- The environment and staffing ratio meets the needs of the child

*As nursery education is not compulsory, parents do not have a statutory right to appeal against the refusal to award a place to their child.*

## TRANSITION ARRANGEMENTS

Parents will be invited to visit the school prior to the transition and further visits are arranged according to the child's needs. During the visit, the child's teacher will provide the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs. Details of children with SEND or particular educational requirements will be shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings will be held for children with EHC plans, involving all agencies, including visits to new settings with staff.

## MONITORING AND REVIEW

This policy is reviewed annually

The related policies are:

Intimate care

Early Years

These can be located on our website at: <https://cestria.durham.sch.uk/key-information/school-policies/>

### ***You may also wish to read:***

Nursery Induction Book which has more details about the daily specifics and any key information you may need, this can be found on our website at:

<https://cestria.durham.sch.uk/little-comets/>