

ADMISSIONS POLICY

Alexandra nursery school is a maintained nursery school and follows the admission procedures set out by Bolton Council.

Our admissions criteria are as follows:

3 and 4 year olds

- All parents/carers must fill in an application form which is filed in birthdate order
- 3 and 4 year olds are admitted the term after their third birthday for the 15 hours' universal entitlement
- Places are offered to children on the waiting list in order of age – eldest first
- Children with additional learning/medical/family needs may be given priority with a supporting letter from an external agency
- Children who are three and are not yet eligible for their entitlement may be admitted if parents agree to pay the fees and there are places available that cannot be filled by eligible children on the waiting list.
- Children may take up their 15 hours entitlement in a variety of ways as outlined on the OFFER OF PLACE SHEET
- Parents will be asked to confirm their session preference for the following school year and may change this if preferred by completing the OFFER OF PLACE SHEET
- Parents may pay for additional sessions over the funded hours (subject to availability).
- Parents must sign to agree to pay for snacks, meals in funded sessions, and additional sessions .We do not have facilities for children to bring a packed lunch
- Parents must give a months' notice if they no longer want the allocated funded sessions or any extra sessions.

30 hours entitlement

- Parents who are working need to check their entitlement for the additional funded hours by registering on www.childcarechoices.gov.uk
- Places will be offered to 3 and 4 year old children already receiving 15 hours funded provision at Alexandra nursery school.
- Places will be offered in order of receipt of the OFFER OF PLACE SHEET given to all parents in May. The offer of places sheet will be dated on its return to the school office. Offer sheets returned after the deadline date will be filed in order of date of return.
- Parents can choose how to take up their 30 hours entitlement from the options outlined on the offer sheet (subject to availability).
- Parents may pay for additional sessions over the funded hours
- Parents must agree to pay for snacks meals in funded sessions and additional sessions . We do not have facilities for children to bring a packed lunch.
- After the deadline date for current children to choose sessions and confirm attendance offer of place sheets will be sent to children on the waiting list following the criteria above.
- Places will be allocated in order of receipt of form
- Parents need to confirm their eligibility every three months by logging in to their account on www.childcarechoices.gov.uk and updating their eligibility status. Funding will be available until the end of the current term. If they are no longer entitled to 30 hours funding then their child will be offered 15 hours universal provision

Alexandra Nursery School and Under Threes Centre Admissions Policy May 2017

Barbara Kenny

- Parents must give a months' notice if they no longer want the allocated funded sessions or any extra sessions.

2 year olds

- Parents of children eligible for 15 hours funding must obtain a letter of eligibility from the local children's centre.
- Parents need to take the letter of eligibility to Alexandra under three's centre and complete an application form
- These application forms are filed in order of receipt and places are allocated in this order.
- Children with additional learning/medical/family needs may be given priority with a supporting letter from an external agency
- Parents will be asked to complete an OFFER OF PLACE SHEET
- Parents can choose how to take up their 15 hours entitlement from the options outlined on the OFFER OF PLACE SHEET (subject to availability).
- Parents may pay for additional sessions over the funded hours (subject to availability).
- Parents must agree to pay for snacks and meals in funded sessions and additional sessions . We do not have facilities for children to bring a packed lunch.
- Children will move to the nursery school soon after their third birthday if there are places available – parents do not need to apply for this. If there are no 3 year places then the child will remain in the 2 year old centre.
- Parents will be asked to check eligibility for 30 hours funding the term before the child will receive 3 year funding.
- If parents are eligible they will be asked to complete an OFFER OF PLACE FORM and places offered in order of receipt of forms (subject to availability).
- Paid places may be available for children who do not receive funding. These will be allocated in order of request and subject to availability.
- Parents must give a months' notice if they no longer want the allocated funded sessions or any extra sessions.

High needs base 3 and 4 year olds

- These places are allocated by the special needs panel at the local authority.
- The school may refer children currently accessing provision to the panel if the Senco feels it is appropriate.
- Children in the high needs base are entitled to access 30 hours funding if parents are eligible
- Parents need to fill in an offer of place sheet for the 30 hours funding
- Parents may pay for additional sessions over the funded hours (subject to availability).
- Parents must agree to pay for snacks meals in funded sessions and additional sessions. We do not have facilities for children to bring a packed lunch