



Admissions

STATEMENT OF INTENT

It is the intention of Brookhurst Primary School to make our nursery genuinely accessible to children and families from the suburb of Milverton and its surrounding areas. Caterpillar Nursery is an inclusive environment that provides care for children from the term after they turn two. It is our belief that good quality early years education should be accessible to all, regardless of their socio-economic status.

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged in birth order and in addition may take into account the following:
 - the age of the child with priority being given to children eligible for the free entitlement
 - length of time on the waiting list
 - the vicinity of the home to the setting
 - siblings already attending the setting
 - the capacity of the setting to meet the individual needs of the child
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time,
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- The needs and individual circumstances of children joining the setting are monitored through the registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable



adjustments are made as required.

- Places are provided in accordance with our Terms and Conditions, which are issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

Admissions are Managed in the Following Way:

- Applications for places should be made as early as possible using the *Registration of Interest* form. This should be delivered to the nursery in order for you to register for a placement for your child and allow settling in arrangements to be accommodated.
- We admit children after they are 2 years/24mths dependent upon the availability of space and readiness of the individual child to stay happily within the group. Admissions will be either at the start of a new term or after half term.
- Most children will start in the autumn term. We are unable to keep places open for those children who request for a spring or summer term start. However, they will be given priority should places become available.
- From the term after a child's third birthday, funding entitlement is available for fifteen hours per week (see below). Eligible two year olds are also able to access fifteen hours funding.
- To qualify for the three and four year old entitlement, children must be three on or before 31st August for the autumn term, 31st December for the spring term and 31st March for the summer term. Hours may need to be reviewed to ensure Caterpillar Nursery is meeting the individual requirements of all pupils.
- You will receive confirmation, informing you of sessions allocated to your child and a starting date, at least half a term prior to that start date. You will be required to confirm your child's place by returning the Parental Confirmation Slip. Failure to do so promptly could result in your child's place being lost. Your contract with Caterpillar Nursery will start once your signed Parental Confirmation Slip has been received.
- You will be required to complete and sign a Parental Declaration Form (PDF) to receive your child's funding.
- Caterpillar Nursery provides the following funded sessions from Monday to Friday:

Morning: 8.50am-11.50pm.

Afternoon: 12.20pm-3.20pm.

- Your child can access 15 **Universal** hours per week. Your child may also be able to claim an additional 15 Extended hours per week, subject to criteria. These can be used either in the morning, afternoon, or a mixture of both.
- Sessions outside funding are chargeable at the rate set out within the fee structure.
- Should you request attendance for funded only sessions; these will be determined by Caterpillar Nursery based on level of need and demand.
- Payment for chargeable sessions is due in advance and if payment is not made children will not be permitted to attend.
- To request an increase in the number of sessions for a child, please complete *Change of Attendance* form, giving half a term's notice. There may be flexibility for an earlier increase in sessions.
- Where a wait list is required, priority for sessions is given to those children already attending Caterpillar Nursery.

Registration at Caterpillar Nursery is NOT a criterion for entry to Brookhurst Primary School; nor does registration at Caterpillar Nursery give any right of priority or guarantee in admissions to school.



Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf