



Admissions Policy & Procedure

STATEMENT OF INTENT

It is the Board of Trustees intention to make our nursery genuinely accessible to children and families from the suburb of Milverton and its surrounding areas.

AIM

The Board of Trustees aim to ensure that the community have access to Caterpillar Nursery through open, fair and clearly communicated procedures.

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:



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Morning: 8.50am-11.50pm.

Afternoon: 12.20pm-3.20pm.

- Your child can access 15 **Universal** hours per week, (unfortunately we don't offer the 30 hours extended funding) either in the morning or 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.