



Growing together, hand in hand

Nursery Admissions Policy

September 2024

Audience: Staff/Governors/Public

Frequency of Review: Annually

Postholder responsible for Review: Nursery Manager

Early Years Vision and Introduction to Nursery

It is our belief that the purpose of education is to provide young people with the knowledge and skills to prepare them for their diverse working lives, build character, teach knowledge for its own intrinsic value and ignite a love for learning.

In Early Years, we are the opening scene; hooking our littlest learners into a voyage where they will discover a life-long love of learning. We believe it is our duty to provide our children with a strong foundation of knowledge that will equip them with the skills to lead a successful future. Through the provision of an inspiring and rich curriculum, accessed through play and adult led activities, alongside high-quality direct teaching in phonics, reading, writing and maths, we support our children to become independent and confident lifelong learners.

Little Leaders, Big Tomorrow

Our Nursery has a maximum of 52 morning places and 52 afternoon places due to the size of the room and health and safety requirements. However, one child may use a morning and afternoon place if they are eligible for the additional 15 hours funding, therefore accessing 30 hours of funded early years education.

Wrap around care is available on the school site from Farlea childcare who operate a breakfast club from 7:15am and an after-school club until 6:00pm.

When applications exceed the number of places available in our nursery, we will follow the criteria allocated within this policy.

Admissions

Nursery admissions are no longer handled by Staffordshire County Council. All nursery admissions are now allocated by the nursery manager at Gorsemoor Primary School and places are allocated by in accordance with this policy. Our Nursery admissions process is open all year round.

Applications for **January 2025** will 'freeze' on Friday 18th October 2024. Places will be allocated during this week, and letters to families will be emailed out on Friday 25th October 2024. Applications will re-open after this date if there are still spaces available.

If you are applying for a place in our nursery for a **September 2025**, applications will 'freeze' week beginning 24th March 2025. Places will be allocated during this week, and letters to families will be emailed out on Friday 4th April 2025. Applications will re-open after this date if there are still spaces available. For further details of how to apply for a Nursery place, please see below.

Gorsemoor nursery oversubscription Criteria:

If the total number of applications for admission to the Nursery setting exceeds the number of places available on the days that places 'freeze', then the following order of priority will be used to allocate the available places.

1 - Relevant Children in Care, including those previously determined as Looked after children (that is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

2 - Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date (for admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners).

3 - Children living within the defined catchment area of the school.

4 - Children wishing to take up a morning and afternoon place each day of the school week.

5 - Other children will be arranged in order of priority, according to how near their home addresses are to the school.

If a child has been admitted the term after they are three, for example in the spring or summer term, meaning that they will still be of Nursery age in the autumn term of the subsequent academic year, then they will **automatically be offered a place for the following academic year**. This place must be accepted by the deadline stated in the offer letter. If the place is not required for the following September, then we respectfully ask that parents let us know as soon as possible.

How the funded hours can be used:

It is our priority that the children who attend our setting get the most from their time at nursery. We want to ensure that they feel safe and secure in the setting to ensure that they are happy and confident to learn and develop their knowledge and skills. Therefore, all children attending our Nursery will need to take up 5 morning (8:45am – 11:4am) or 5 afternoon sessions (12:25pm – 15:25pm). Children who are eligible for the 30 hours funded sessions will stay for both the morning and afternoon sessions. Lunch club is available for all children at an additional cost - please see our lunch club policy for further information) and charges

Unfortunately, **we are unable to offer 'block' sessions**. It is very important to us that children receive the best possible learning opportunities and when 'block' sessions are offered, those children miss out on key aspects of planned learning for that week.

What are 'block' sessions?

In the context of early years provision, "block sessions" refer to a way of using the 15 funded hours of childcare in larger, concentrated periods rather than spreading them out evenly over the week. For example, instead of attending for a few hours each day, a child might attend for two and a half full days to use up their funded hours in fewer, longer sessions.

This option is available in some nurseries but can sometimes disrupt a child's routine, which is why some settings prefer to distribute the funded hours more evenly, as it better supports children's development and consistency in their early learning experiences.

Here at Gorsemoor Nursery, we believe in fostering a consistent routine to support children's early education and wellbeing. For this reason, **we do not offer** 'block' sessions, where funded hours are grouped together over a two-and-a-half-day period. Instead, the first 15 hours of funded provision are spread evenly across the week, either over five mornings or five

afternoons. This structure helps ensure a smoother transition and more balanced learning experience for the children as they settle into their new environment.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Morning session	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	15
Lunch club – no funded hours are used to cover lunch club.	£4 – payable on Parent Pay	£4 – payable on Parent Pay	£4 – payable on Parent Pay	£4 – payable on Parent Pay	£4 – payable on Parent Pay	No hours are claimed for lunch club.
Afternoon session	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	15

For children accessing 30 funded hours, they will access the full day provision.

Can my child access full day sessions if I do not qualify for the the 30 hours funded early years provision?

Yes. We offer paid places as well as funded places. Additional sessions must be planned and agreed by the nursery manager in advance half termly. Each session costs £18, and sessions must still be paid for if the child is ill or on holiday. Unfortunately, we do not allow sessions to be changed, due to staffing and maintaining ratios.

Morning session – 8:45am-11:45am - £18
Afternoon session – 12:25pm-3:25pm - £18

All nursery fees will be added to your online ParentPay account and invoiced half termly. Our school office team will email you a break down of the costings and will state a date when all of the fees must be paid.

How to apply:

We encourage you to visit our nursery to see what we have to offer. Please call the school office to arrange an appointment, or you can email Mrs Campbell, ccampbell@gorsemoor.staffs.sch.uk. Children are of course welcome to come and have a look around too!

If you would like to apply for a place in our nursery, please complete the online nursery application form. The link for the application forms can be found on our school website, www.gorsemoor.staffs.sch.uk/admissions.

To take up the place, parents must notify the school of their acceptance of the place by the date stated on the offer letter. We will provide further information once the place has been accepted.

Spring/summer term admissions:

If places are available during the spring or summer term, they will be offered to children who are interested and on the waiting list. Our nursery manager will be in touch directly with the parents/carers of the children. Parents/carers and children will be invited in to visit the setting

and get to know the staff. Funding for nursery is available for all children the term after their third birthday. Please see the table below for further information.

Birthday when child turns three	When a funded place can start
1 January - 31 March	funded places can start in the summer term (from 1 April)
1 April - 31 August	funded places can start in the autumn term (from 1 September)
1 September - 31 December	funded places can start in the spring term (from 1 January)

Please note: Attendance at the Nursery **will not guarantee** admission to our Reception class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority and all information can be found by visiting the Staffordshire County Council website: <https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>

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