



Deanwood Primary School

Nursery Admissions & Attendance Policy

Policy Scope: Deanwood Primary School

Responsibility: Local Academy Board

Review Frequency: Annually

Review Date: March 2025

The Governing Body of Deanwood Primary School adopted this policy in March 2024.

Signed by D Giles, Chair of Governors

A handwritten signature in black ink, appearing to read "D Giles", with a horizontal line underneath.

Policy aims and principles

This policy is designed to ensure there is an open and fair admissions / attendance procedures for all applicants and to assist families within our Nursery. The arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

Parents are actively encouraged to visit the Nursery with their child if they are planning to apply for a place.

Deanwood Nursery have three admission points (September, January and April) with children admitted in the term after their third birthday.

The decision on all applications is made by the Early Years Foundation Lead or Head of School. Due to limited availability of spaces, requests for places can only be accepted after a child's second birthday, and does not guarantee admission.

If the setting is full on the days requested, your child will be added to the waiting list and reviewed at the next intake period. Again, this does not guarantee admission.

All nursery places are offered subject to proof of current address and the child's birth certificate along with completion of the Nursery application pack.

Whilst we are delighted that many of the children attending our nursery do apply for a place in the school's reception class, it is important to note this is not an automatic admission and does not guarantee a place.

For full information on applying for a reception class place please follow the link below:

https://www.medway.gov.uk/info/200137/schools_and_learning/1059/applying_for_a_primary_school_place

About our Nursery

Deanwood Nursery is open Monday to Friday Term Time Only offering both full or part time places.

Deanwood Nursery	Number of Places Available	Morning Sessions	Number of Places Available	Afternoon Sessions
Monday	29	08:45 - 11:45am	29	12:15 - 3:15pm
Tuesday	29	08:45 - 11:45am	29	12:15 - 3:15pm
Wednesday	29	08:45 - 11:45am	29	12:15 - 3:15pm
Thursday	29	08:45 - 11:45am	29	12:15 - 3:15pm
Friday	29	08:45 - 11:45am	29	12:15 - 3:15pm

All part-time places are paid for by the government, as all 3 and 4-year old children in England are entitled to 15 hours free child care or Nursery education over a period of 38 weeks (term-time only). This is classed as universal funding.

Some **full-time places** are paid for by the government. Working parents who meet certain criteria are entitled to an additional 15 hours free child care or Nursery education over a period of 38 weeks (term-time only). This is in addition to the 15 hours universal funding available, given some families access to 30 hours free funding per week. If you are eligible for this additional funding you will receive a code and this must be handed into the school office before your child can stay full time. The code must be renewed every three months.

To more information and to check if you are eligible please visit:

<https://www.gov.uk/30-hours-free-childcare>

Some **Full-Time places** are paid for by parents or carers. This is because some parents would like their children to attend Nursery on a full-time basis but are only entitled to the 15 hours universal funding. Parent/Carers will need to pay for these additional sessions via their child's Arbor account.

Invoices will be sent at the end of each month for the previous month's fees.

If the payment remains outstanding after 2 weeks a reminder will be sent.

If after a further 2 weeks the payment has not been received, correspondence will be sent advising failure to settle the amount within 7 days may result in the withdrawal of the child's place.

Settling Sessions

Once your child has secured a place within the Nursery, they will be offered one free settling in session. This is normally around an hour where your child can meet the staff, play amongst the other children and get familiar with their new surroundings.

Depending on how your child responds during this settling, we then work with you to map how best to induct your child to our setting. We offer additional settling sessions if necessary and a staggered start too.

Prior to settling in sessions, parents/carers will be sent an 'All about me' form that you must fill in and return to us. You will also need to collect an 'Admissions Pack' (but this is subject to change) from the school office which will contain all the forms necessary to begin at Deanwood Nursery including consent forms and important collection information.

When all paperwork is complete and your child has settled into Nursery, they will formally be added to our registers.

Please note that if staff have any concerns about how your child is settling in or any concerns regarding SEND we will discuss the possibility of a part-time timetable where we will work with you to tailor a schedule that supports your child's individual needs.

Arrival & Departure

Arrival

- The main door to Deanwood Nursery will be opened at 8:45am and 12:15pm for children arriving.
- During arrival times we deploy staff carefully at various points in the building to ensure the children's safety. We have also installed an internal gate which allows for a member of staff to open and close as each child passes through. This ensures all children are safely within the Nursery.
- At 9:00am the Nursery external gate and door to the building will closed and locked. The register will then be taken and the number of children in that day is recorded on Arbor our management information system used across the whole school.
- If your child arrives after this time you will need to go to the school office to sign your child in. A call will then be placed to the Nursery for a member of staff to collect your child and take them to the setting.

Departure

- The Nursery main door will be opened at 11:45pm and 3:15pm for parents collecting their child.
- On Departure the children stay with a known adult until the parent or an authorised person arrives to collect.
- Staff are positioned in the setting to monitor who is collecting the child and ensure no child leaves unaccompanied. Staff regularly rotate positions to ensure contact with parents and to be available to inform parents of how their child has been throughout the day.
- Our admission forms ask for the names of person/people who will be normally collecting the child. This information is written by the parent and is available in the child's admission's folder which are securely locked away or can be located under their child's profile on Arbor (Management Information system).
- If a child is not collected after 5 minutes at the end of the session parents/carers will be contacted immediately.
- The child will remain in the Nursery in the care of two members of staff with any late collection of more than 5 minutes incurring a charge of £1 per minute to cover these additional costs.
- If you are running late we would ask that you call the school office immediately.
- After ½ an hour has passed, and there is still no contact we have a duty of care to contact CADS (Children's Advice and Duty Service) on 01634 334466 / or out of hours 03000 419191 after to seek advice on how to proceed

Absences

The expectation is for your child to attend on the days agreed with the Nursery as this helps children establish a routine in preparation for starting school. However, children do become unwell from time to time and in these instances, we ask you to call the school office to report your child's absence.

If your child becomes unwell whilst at the Nursery, we will contact the first named person on the contact list to arrange collection. If we are unable to make contact we will try other named persons until a collection has been arranged.