



Nursery Admissions Policy

Date	Amendment	Approval
Jan 22	Initial Policy	SIC

This policy is designed to ensure clear admissions arrangements for all nursery aged pupils and pre-school aged pupils, and the criteria by which places are offered.

Pre School: 2- Year Old Provision

12.15-3.15pm Mon - Fri

Children may be entitled to a pre-school place at Viewley Hill Academy the term after their 2nd birthday. Due to required ratio's, up to 8 pre-school places are available within our setting for those children who are entitled to the 'Achieving 2- year old funding'.

The 15 hours of pre-school will be offered over 5 afternoon sessions. This is to ensure bespoke provision to meet the needs of this group of children.

In order to offer a smooth transition into their place, children may be offered sessions 4 weeks prior to the term they are due to start.

Places will be offered dependent upon spaces available, based upon criteria set out below and the school's ability to meet required health and safety ratio's for all children.

Eligibility:

The academy is able to offer up to 8 pre-school places. Should there be over subscription the following criteria will be applied:

- 2 YO funding entitlement
- LAC
- Sibling attending 3YO / main school provision
- Children living inside admission zone
- Children living outside admission zone but with siblings who attend school

For those parents who wish their child to attend Viewley Hill pre-school they are required to complete the application form.

Applications and offer date will considered on an individual basis.

In all cases, admission is subject to application being made and places being available. If oversubscribed, a waiting list will be maintained based upon eligibility criteria.

On application, the following documents must be seen:

- Birth certificate
- Proof of address

Attendance within 2-year-old provision does not guarantee a school place. Parents must apply for reception places through the local authority.

Any appeals against placement decisions made by the school can be made to the Governing Body.

Pandas / Cubs Provision: N2 /N1 Provision

Viewley Hill Nursery caters for 3- and 4-year olds and children can attend once they turn 3.

The 15 hours entitlement are offered across morning and afternoon sessions, dependent upon pupil age.

Panda's: N2 Provision

8.30-11.30am Mon - Fri

Children who will begin reception the following September are offered a morning session. There are 39 places available for this session.

Cubs: N1 Provision

12.15-3.15pm Mon – Fri

Children who join Viewley Hill as they turn 3 will attend the afternoon session. There are 26 places available for this session.

The separate sessions for N2 and N1 children are ensure the school offers the highest standards of bespoke provision in order to meet the age and stages of development of the different groups of pupils.

Places will be offered dependent upon spaces available, based upon criteria set out below and the school's ability to meet required health and safety ratio's of all children.

For those parents who wish their child to attend Viewley Hill nursery they are required to complete the application form.

Applications and offer date will be considered on an individual basis.

In all cases, admission is subject to application being made and places being available. If oversubscribed, a waiting list will be maintained based upon eligibility criteria.

On application, the following documents must be seen:

- Birth certificate
- Proof of address

Eligibility:

The academy is able to offer up to 39 N2 places and 26 N1 places. Should there be over subscription the following criteria will be applied:

- LAC / previously LAC / adopted / special guardianship
- 4+ and live in admissions zone
- 4+ and siblings attend school, even if outside admission zone
- 3+ and live in admissions zone
- 3+ and siblings attend school, even if outside admission zone

In all cases, admission is subject to application being made and places being available. If oversubscribed, a waiting list will be maintained based upon eligibility criteria.

Attendance within 3 and 4 year old provision does not guarantee a school place. Parents must apply for reception places through the local authority.

Any appeals against placement decisions made by the school can be made to the Governing Body.

30 Hours Offer:

Full Time Hours: 8.30-3.15pm

There are 13 places available for children to attend full time nursery as part of the 30-hour entitlement.

Meals are not included in this provision and must be paid for by parents:

Breakfast Club: 50p per day.

Lunch: £2.10 a day. (Children are welcome to bring a packed lunch should they wish to)

For children to access this provision school must be provided with the 11-digit code which we use to prove government eligibility. This code is valid for 3 months and it is the parent's responsibility to ensure they maintain / renew the code.

Should there be an oversubscription for this offer, the eligibility criteria for nursery will be applied and a waiting list held.

The links below give detail on eligibility and application:

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

www.childcarechoices.gov.uk

Any appeals against placement decisions made by the school can be made to the Governing Body.