



**Cleator Moor Nursery School**



## **Admissions Policy**

### **From September 2017 to July 2018**

Cumbria County Council's admissions policy is followed to allocate places at nursery if we are oversubscribed. The following procedure will be used to allocate which sessions 3-4 year-old children attend, both for universal entitlement of 15 hours Early Education and the additional 15 hours entitlement for working parents.

The statutory guidance for Early Education and Childcare shows the criteria for which children are eligible for extended hours, this is confirmed by HMRC.

Cleator Moor Nursery School can accommodate 40 children each morning session and 40 children each afternoon session, who are allocated into 3 to 4 key groups. In exceptional circumstances, such as new children moving into the area or to provide provision with SEND, we may increase numbers to 45.

**For children accessing the universal 15 hours free entitlement, parents are asked to identify their preferred sessions. The sessions available are:**

- 5 mornings from 8:45am to 11:45am, term time only
- 5 afternoons from 12:30pm to 3:30pm, term time only

**For children accessing up to 15 additional free entitlement hours, parents are asked to identify the additional sessions they require:**

- Parents are given 4 options to choose from and will identify the sessions they need, up to 15 hours per week (term time only)
- Any parent who requires over 15 additional hours per week, will have the option to purchase extra hours
- Parents will sign up for these sessions on a termly basis
- Eligibility will be checked each half term
- If parents' circumstances change and they are no longer eligible to receive the additional free entitlement, these additional hours will be removed in accordance with the statutory guidance for Early Education and Childcare. They will then revert back to their original universal 15 hours free entitlement
- Cleator Moor Nursery School will allocate additional hours in the order that application forms are received
- Cleator Moor Nursery School will hold waiting lists for parents who cannot access the sessions they require

**For children whose families do not meet the criteria for additional hours:**

- Parents can request additional wrap around sessions to extend their universal entitlement
- There is a charge for these sessions of £3 per hour
- This request will only be allocated if there is space in the sessions

## Admissions for 2 Year-Old Places

Cleator Moor Nursery School follows Cumbria County Council's policy for allocation of 15 hours per week free entitlement for 2 year-old children.

Cumbria County Council checks parents' eligibility for this free entitlement and contacts Cleator Moor Nursery School to see if space is available.

Children are allocated a place following notification from Cumbria County Council, in the order in which the requests are received.

Cleator Moor Nursery School can accommodate up to 16 children per session.

The session times are Monday to Friday from 8:30am to 11:30am, term time only.

Adopted by the governing body of **Cleator Moor Nursery School**

On .....

Chair of Governors .....

To be reviewed annually