

Rickmansworth Nursery School

ADMISSIONS POLICY

Statement of intent

It is our intention to make Rickmansworth Nursery School accessible to children and families from all sections of the local community.

Aim:

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the nursery is advertised in places accessible to all sections of the community.
- We arrange our waiting list in order of date of registration. In addition, our policy may consider the length of time on the waiting list.

The nursery is open to every family in the community.

- No more than 24 children may attend the morning session.
- No more than 20 children may attend the lunch session and afternoon
- Children are admitted when they reach 2 years and 9 months, dependent upon the availability of space, and readiness of the individual child to stay happily and settled within the group. A child can remain with us until the term before his or her 5th birthday.
- Due to the school admissions policy of all children starting school in the year that they are 5 most children start with us during the Autumn term. We also offer some places to those children who have a Spring birthday to start during the spring term. Children with a summer birthday are offered available spaces for the September following their 3rd birthday.
- Children may attend Rickmansworth Nursery School for between 2 and 9 sessions per week, these sessions are 3 hours long. Children are expected to attend a minimum of 2 sessions a week. Less than this does not give enough continuity for a child to settle adequately within the nursery. We recommend that younger children should start with 2 or 3 sessions per week but may increase this when parents and staff feel they are ready and able to benefit from more sessions, subject to availability of places.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the setting
- Parents/carers are encouraged to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two. We can also offer a flexible admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

- Funding is available for children aged 3 and 4 years. Children receiving the '3 year old funding' are entitled to 15 hours of funded education. This time is offered flexibly and wherever possible parents can choose their preferred sessions. Any sessions taken beyond the 15 hours will be charged at the current hourly rate. We also offer up to 27 hours free childcare for eligible 3 and 4 year olds. The nursery cannot guarantee additional time beyond the funded entitlement. The 15 funded hours cannot be taken as 5 morning sessions unless a minimum of 3 additional paid hours are taken.
- If a child is to leave our setting before moving on to school parents must give at least two weeks' notice of the leaving date in writing. Fees will be payable until that date. (the grant cannot be paid back or taken to another setting once claimed)
- Our equal opportunities policy is available on request and in the parent's handbook.

Please note that attendance at Rickmansworth Nursery School does NOT guarantee a place at Rickmansworth Park JMI School.