



CHINLEY PRIMARY SCHOOL NURSERY ADMISSIONS POLICY

Chinley Primary School Nursery is a class within Chinley Primary School with its own admissions policy and systems.

INTRODUCTION

Chinley Primary School Nursery caters for up to 25 children from the day after their third birthday until they become school age and ready to join the reception class in their allocated primary school. The nursery is open five days a week, term-time only, offering flexible sessions including the extended provision of our Early Birds and Night Owls Club between 7:30am and 6:15pm Monday to Thursday and 7:30am and 5:15pm on Fridays.

The Governors will use the following criteria to determine which children are offered a place in the nursery class and when this offer will be made.

Priority will go to:

1. Any pupil who has an Educational Health and Care Plan (EHP) or statement of special educational needs naming our nursery unless the nursery is already at capacity.
2. LAC- any child who is in the care of foster parents or the local authority and PLAC- any child who has been adopted from care where this is known to the school upon application for a place in nursery and there is capacity in nursery.

ADMISSION TO CHINLEY PRIMARY NURSERY

Parents are asked to complete an 'expression of interest' form as soon as they have chosen Chinley Primary School Nursery for their child. This form is acknowledged and in itself creates a waiting list for admissions to the nursery class.

Parents are contacted the term before their child is due to start at Chinley Primary School Nursery and asked to confirm that they still require a place from the date noted on their expression of interest form. They are asked which sessions they wish their child to attend. Should the nursery have capacity they are then sent the relevant documents to complete in order to ensure that school can verify their eligibility for funding beyond the universal offer of 15 hours by verification of a 30-hour code prior to the child starting in nursery. If the sessions booked are in excess of the free entitlement hours, these must be self-funded with payment monthly, in advance. If the nursery is at capacity then the parents are advised to research alternative provision in the local area.

In circumstances where there are more children than places available at a certain date then parents are contacted to discuss the option of less sessions than requested in order that more families may access the provision if at all possible.

Chinley Primary School Nursery is open to children the day after their third birthday and in most families their child will not be eligible for Government funding until the next term. Parents can choose to pay for their nursery place from their child's third birthday until the following term and they will be invoiced in advance for the provision and meals that they have requested.

Please note attendance at Chinley School Nursery does not guarantee a place in Chinley School Reception Class; admissions for Reception Class are managed through the Derbyshire County Council Admissions Team. You can apply by phone. Ring Call Derbyshire tel: 01629 533190. The contact centre is open between 8am and 6pm, Monday to Friday, and Saturdays 9:30am to 4pm. If for some reason you're unable to make an application either online or through Call Derbyshire, please email admissions.transport@derbyshire.gov.uk

Reviewed by Jan Glover

Next review: September 2022

Agreed by Full Governing Body:

Minute number: