



## **Humshaugh C of E First School Nursery Admissions Policy 2020 – 2021**

**Please note – we are now at capacity and will not be accepting any new pupils for the Summer 2021 term**

### **Introduction**

The school is responsible for admissions to our nursery. This policy will be used to explain and determine admissions to the Humshaugh First School Nursery. As parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions we have adopted a clear set of admissions criteria upon which decisions can be made. This allows fair and impartial decisions to be made.

### **Provision for academic year 2020 - 2021**

Humshaugh First School Nursery has the following nursery places available:

#### **Autumn Term**

4 x 2 year old places – Available on a Monday AM, Friday AM and Friday PM session only

8 x 3 & 4 year old places per day – Available for full days or AM / PM sessions Monday to Friday

#### **Spring Term**

4 x 2 year old places – Available on a Monday AM, Friday AM and Friday PM session only

10 x 3 & 4 year old places per day – Available for full days or AM / PM sessions Monday to Friday

#### **Summer Term**

4 x 2 year old places – Available on a Monday AM, Friday AM and Friday PM session only

12 x 3 & 4 year old places per day – Available for full days or AM / PM sessions Monday to Friday

## **Session Times**

AM Sessions run from 08:50am to 12:00pm

PM Sessions run from 12:00pm to 3:05pm

AM sessions do not include lunch at school. PM session do include lunch at school. A hot lunch can be purchased for £2.30 per meal (payable via ParentPay) or a packed lunch can be sent in with the child.

Applications must state a preference for which sessions they would like their child to attend. If the requested sessions are not available we will offer an alternative if there is space available on a different day.

## **Fees and Funding**

Sessional costs for 2020/2021 are as follows:

2 Year olds - £15 per half day session

3 & 4 Year olds - £13.50 per half day session

We are able to offer places for children who are eligible for 2 year old funding, 15 hours and 30 hours free childcare. We are also registered with the government tax free childcare scheme. For those parents who wish to claim from a funded childcare allowance we require you to notify us via email ([admin@humshaugh.northumberland.sch.uk](mailto:admin@humshaugh.northumberland.sch.uk)) with the number of hours per week you would like us to claim for your child, by the start of each term.

Invoices for all sessions attended will be sent out at the end of each half term and can be paid via ParentPay (an account will be set up for your child when they start at nursery)

Once you have notified us of the number of hours you wish to claim, we cannot increase this until the start of the next term.

## **Attendance**

Once a child has been allocated a place and started at nursery we are not able to alter the number of days / sessions s/he can attend, until the start of the next term. Therefore it is essential that parents ensure they request the required number of days ahead of the start of each new term.

As we are often oversubscribed it is essential that children attend nursery on a regular basis. If a child is persistently absent we will ask parents to reassess if they still need / want to keep their place. Non-attendance and persistent unauthorised absence may result in a child being taken off role.

## **Intake Dates**

There are three intake dates throughout the school year; these are at the start of each new term in September, January and April. We are not able to admit new children to nursery outside of these three intake periods.

## **How do I apply for a place for my child?**

Applications can be requested by emailing [admin@humshaugh.northumberland.sch.uk](mailto:admin@humshaugh.northumberland.sch.uk) or by calling the school on 01434 681408. Once requested, application forms can be collected from school or can be posted out to your home address. Once the forms have been completed and returned you will be notified by email within 7 days if there is a place available for your child to begin nursery the following term. Please note, places will not be confirmed until all application forms have been completed and returned.

## **How are places allocated?**

Places are allocated on a first come, first served basis. However, if we are in a situation where we have limited availability and are oversubscribed, priority will be given to children in the following order:

1. Those due to begin Reception at Humshaugh First School in the next academic year.
2. Those who have a sibling already attending Humshaugh First School.

## **Applying for a place in Reception**

Reception places are allocated according to the Northumberland County Council admission policy which can be found by following the below link:

[www.northumberlandcountycouncil.gov.uk/admissions](http://www.northumberlandcountycouncil.gov.uk/admissions)

Details on the Humshaugh First School admissions policy can be found by clicking the following link -

<http://www.humshaugh.northumberland.sch.uk/website/admissions-2015-2016/103497>