



PEARTREE WAY PRE-SCHOOL

NURSERY

&

FOREST SCHOOL

(incorporating Peart😊ts Pre-School)

Admissions Policy

Adopted by Governing Body: Sept 2018

How do I apply for a Nursery place?

Parents/carers will need to apply directly to the setting of their choice. In partnership with town-wide Nursery classes, the application system opens on the 1st October. Places are offered on a first come, first served basis.

We would encourage you to come and visit Peartree Way to see all that we have to offer. We believe visits help parents to decide on the right setting for their child.

Please complete the online application form available on our website www.peartreeway.herts.sch.uk If you need assistance, please contact the Office Manager.

Nursery School

Our Nursery School offers places for 3- 4 year olds. All children are entitled to 15 hours of free education the term after their 3rd birthday. Peartree Way offers this entitlement term time only, for 38 weeks of the year. Children will be offered either 5 mornings (8.30-11.30) *or* 5 afternoon sessions (12.30-3.30). This ensures continuity for your child, so that they can be supported by their keyworker, make friends with others in their group and have a balanced curriculum over the week.

30 hours FUNDED Offer

Our 30 Hours funded offer is as follows – Monday to Friday 08:30-15:30, term-time only (parents to provide a nut-free packed lunch). The lunch hour (11:30-12:30) is included.

Criteria for Allocating Nursery Places and Sessions

We are a 100 place Nursery School. The core offer of **15 hours of FREE Nursery Education** is either every morning or every afternoon session in the Nursery and places are offered on a first come, first served basis. Children are admitted into our Nursery once each year, at the beginning of the Autumn Term. There is a staggered intake over the first few weeks to help the children to settle.

If the number of applications is less than the number of nursery places available, the school will accept all the applications.

A morning Nursery session will be given to all children accessing a **30 hours FUNDED Nursery Education** place at our setting only. Once all of these places are filled we will offer to the **15 hours FREE Nursery Education** places (either mornings 08:30-11:30 or afternoons 12:30-15:30 subject to availability, based on the date the online Nursery application was received).

Early Years Foundation Stage Curriculum

In order to be able to deliver the Early Years Foundation Stage Curriculum we require a minimum attendance of 5 sessions per week. This enables us to deliver the correct curriculum and monitor their progress. We require your child to attend a minimum of 5 sessions per week either morning or afternoon.

30 hours FUNDED Nursery Education (including the 15 hours FREE Nursery Education)

Peartree Way Pre-School, Nursery & Forest School offers the **30 hours FUNDED Nursery Education** (including the 15 hours FREE Nursery Education) from 08:30-15:30 Monday to Friday, term time only, to eligible families. We have a limit of 26 places available. Children will need to bring a NUT-FREE packed lunch from home.

The offer of a **30 hours FUNDED Nursery Education** place is subject to parents providing to us a unique voucher code, the child's NHS number and the child's date of birth. We will then check that the code is valid on the Local Authority Portal. If the code is valid we will receive a 30 Hours Eligibility Code and a **30 hours FUNDED Nursery Education** place will then be offered.

Voucher codes will be valid for 3 months or less (the validity period) and families will be required to reconfirm that they are still eligible every three months.

Late Collection Fee

It is essential that minimum staffing ratios are maintained at all times. If a child is collected late, then ratios may be exceeded and staff may have to stay on beyond the end of their shift. When this occurs we will pass this cost on to the parents at £5.00 up to first 10 minutes and then £2.00 each subsequent five minute period.

PRE-SCHOOL ADMISSIONS

Pre-school

Our Pre-school offers part time and full time places for 2 -3 year olds term time only (38 weeks). You can choose the number of sessions that you would like your child to attend. We offer 2 year old free funding (15 hours per week) and accept childcare vouchers. To find out if your child is eligible for 2 year old free funding please use the following link to check your eligibility:

www.hertfordshire.gov.uk/services/edlearn/css/parents/feechildcare/twoyearolds/

Arrangements for Admission to Pre-School

The Governors will admit children to the pre-school who are a minimum of two years of age. Priority will be given to children eligible for 2 year old funding who take up a full 15 hours placement.

Some two year-olds in England can get free early education. If your child is eligible, you can start claiming the term after they turn two. The date you can claim will depend on when their birthday is.

Child's Birthday	When you can claim
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

The government funds all children in the term after they turn three years old and sessions are offered subject to availability.

Our Aims

Our aims are:

- To ensure access and entitlement to the benefits of pre-school education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from the pre-school and so we will make the very best of our resources.

- To provide quality pre-school provision to children and families in our local community.

Pre School Sessions

Our morning session runs from 08:30-11:30 and our afternoon session from 12:30-15:30 term time only.

Parents do not have to take up the full 15 hours of provision – the 15 hours entitlement can be spread over the morning, lunch club and afternoon sessions to make up full days, subject to availability, however, sessions cannot be split into anything less than a 3 hour slot.

The Pre-School "Waiting List"

A waiting list will be kept by the school which will include the parent's name, email address, telephone number, the child's name, address, and D.O.B. Parents can add children to the waiting list by emailing admin@peartreeway.herts.sch.uk No place will be confirmed from the waiting list until the child has reached 18 months of age.

The waiting list will not operate places on a "first come, first served" basis. The length of time children are on the waiting list in no way influences the decisions about places.

Pre-School Intake

We offer three intakes each school year; one in the autumn term, one in the spring term and one in the summer term, subject to availability.

Decisions on Places

Decisions on places will be made by the Headteacher.

Parents will be invited to complete a "Preferred Sessions Request Form" in advance of their child starting Pre-School. We will endeavour to meet these preferences and confirmation of the sessions offered to your child will be made in writing at least 8 weeks before the start date, where possible.

Please be aware that **the offer of a pre-school place DOES NOT in any way automatically give entitlement to a place in the nursery/main school.**

Fees

Morning/afternoon sessions are priced at £15 per session (3 hours). Pre-School lunch club is priced at £5 per session (1 hour). Children will need to bring a NUT-FREE packed lunch from home.

Fees are due half-termly in advance. Once sessions have been agreed, they cannot be altered during the term. You will be charged if your child is off due to illness or term-time family holidays. Changes to sessions must be made by email to admin@peartreeway.herts.sch.uk 28 days before the end of term. A reply will be sent by return of email confirming acceptance of the changes.

You will not be charged for school/UK bank holidays, Peartree Way Nursery School inset/occasional days. Repeated late payment of fees and/or late collection of your child will result in your child's place being withdrawn.

Late Collection Fee

It is essential that minimum staffing ratios are maintained at all times. If a child is collected late, then ratios may be exceeded and staff may have to stay on beyond the end of their shift. When this occurs we will pass this cost on to the parents at £5.00 up to first 10 minutes and then £2.00 each subsequent five minute period.