



**PEARTREE WAY NURSERY
SCHOOL**

Nursery Admissions Policy

Reviewed: October 2022

Date of Next Review: October 2023

Signature:

A handwritten signature in black ink that reads "Kathryn Evans".

Kathryn Evans, **Chair of Governors**

Date: 03.10.2022

Signature:

A handwritten signature in black ink that reads "D. Willcox." with a horizontal line underneath.

Deborah Willcox, **Headteacher**

Date: 03.10.2022

Nursery Admissions Policy

The Local Education Authority no longer co-ordinates Nursery Admissions. Parents/carers need to make direct applications to settings of their choice.

Children can start Nursery the September after their 3rd birthday.

At Peartree Way Nursery School, the following criteria will be used when allocating Nursery places:

- A child with an EHCP (Education and Health Care Plan) that names the school.
- Children who are already attending the setting prior to the September intake.
- Children who are looked after by the Local Authority, including children who were previously looked after but were then adopted (or became subject to a child arrangement order or a special guardianship order)
- Children who live in the Stevenage Community
- Any places then remaining, Google maps will be used to take the measurement from the Nursery School to the child's home address. Shortest distances will be given priority.

If there are fewer applications than places available, all applicants will be admitted.

15 Hours Placement

We offer 15 hours of nursery provision over either:

5 mornings or 5 afternoons (3 hour sessions, 5 days a week, term-time only)

Morning: 08:30-11:30

Afternoon: 12:30-15:30

subject to availability. If you meet the criteria, you may be able access 30 hours' free childcare for your child. For more information see www.childcarechoices.gov.uk

30 Hours Placement

We offer 30-hours provision from 08:30 14:30, to those families who are eligible. (6 hour sessions, 5 days a week, term-time only). Parents will need to provide a NUT-FREE packed lunch.

Parents have the opportunity to extend our 30 hours offer to from 14:30-15:30 at a cost of £25 per week, payable half-termly in advance.

Applying for a Nursery Place

Please complete an online Nursery application at www.peartreeway.herts.sch.uk/admissions

Offer of a Place

Children are admitted into our Nursery once each year, at the beginning of the Autumn Term. There is a staggered intake over the first week to help the children to settle.

In Year Applications

Parents can apply for a place for their child at any time outside the normal admissions round. Once the academic year's organisation has started, the nursery will allocate a space if they are able to accommodate an additional child based on its current structure. If there are no spaces available at the time of your application, upon request your child's name will be added to a waiting list. When a space becomes available, it will be filled by one of the

pupils on the waiting list in accordance with the criteria shown above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address: admin@peartreeway.herts.sch.uk

Fees

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 UK bank holidays or 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 £10.00 up to first 10 minutes and then £5.00 each subsequent five-minute period.