



**PEARTREE WAY NURSERY  
SCHOOL  
Nursery Admissions Policy**

**Reviewed: November 2023**

**Date of Next Review: November 2024**

Signature:

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

**Kathryn Evans, Chair of Governors**

Date: 08.11.2023

Signature:

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

**Deborah Willcox, Headteacher**

Date: 08.11.2023

## **Nursery Admissions Policy**

The Governing Body of Peartree Way Nursery School aim to provide a fair and transparent admissions system and this policy sets out the admissions criteria for entry to Peartree Way Nursery School, for children aged 3-4. The Admissions Policy is reviewed annually.

### **Policy**

Peartree Way Nursery School is a state maintained Nursery School and manages its own admissions procedure. All 3 and 4 year olds are entitled to 15 hours' free early education, from the term after they turn 3. Places are offered at Peartree Way Nursery School on the condition that 15/30 hour placement should be accessed solely at Peartree Way Nursery School. Any variation of this condition is at the sole discretion of the Headteacher where there are extenuating circumstances and should not be seen as precedent.

As a rule, Peartree Way Nursery School operates a single intake to the nursery in September, meaning children take up their nursery place in the September following their third birthday. However, if the Nursery is undersubscribed in the autumn term, the school will consider external applications for January and April entry for children who will have had their third birthday by the time of admission.

Places will be offered on a first come, first served basis. An offer of a placement will be emailed to prospective parents within 2 weeks of receipt of a completed online application. If there are fewer applications than places available, all applicants will be admitted.

There are 100 nursery places at Peartree Way Nursery School.

### **Application Process**

Applications open each year for the following school year on the 1<sup>st</sup> September.

All applications must be made directly to Peartree Way Nursery School using the school's online application form, available on the admissions page on the school website [www.peartreeway.herts.sch.uk](http://www.peartreeway.herts.sch.uk)

For children on roll in pre-school, a link to the application form will automatically be emailed to parents at the start of the admissions process, to invite parents to apply for a place.

## **Continuing Interest**

In the event of the nursery school being oversubscribed, a continuing interest (CI) list will be maintained by the school. At this point, as a space becomes available priority will be given to those children currently at the pre-school. If there is more than one pre-school child on the CI list, these will be offered as per our first come, first served criteria.

## **15 hour placements**

A funded 15 hour place is offered over five mornings 08:30-11:30 or five afternoons 12:30-15:30 Monday to Friday term time only, subject to availability.

Parents should email [admin@peartreeway.herts.sch.uk](mailto:admin@peartreeway.herts.sch.uk) after they have made their application if they have a preference for a morning or afternoon place.

There is no guarantee that parents will be offered their preferred session and allocation is made subject to availability of places and at the discretion of the Headteacher, taking into consideration:

- The needs of the child
- The needs of working parents
- The balance of the cohort

There is no right of appeal once places have been allocated.

## **30 hour Placements**

Some 3 and 4 year olds are entitled to an additional 15 hours' childcare: this is known as 30 hours free childcare.

Peartree Way Nursery School is a participating provider and is able to offer a limited number of places to children of families eligible for 30 hours' funded childcare.

Peartree Way Nursery School will endeavour to accommodate 30 hours requests but places are subject to availability and are offered in such a way as to support the financial viability of Peartree Way Nursery School and Peartree Way Pre-School.

Where 30 hours' places are available but there are more applications than places, priority will be given first to children on roll in Peartree Way Pre-School and/or their siblings.

Eligibility criteria for 30 hour funding is available at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and parents must provide an eligible code to the Nursery in order to be considered for a 3 hours place. Once on roll, eligibility is reviewed termly and if a child falls out of eligibility, once the grace period has expired the child will not be able to attend on a 30 hours funded placements. However, it may be possible to transfer from the 30 hours funded to either a 15 hours funded or a paid for placements, subject to availability.

### **Additional hours (fee paying)**

A further 15 hours per week in addition to the 15 hours' free early years' education are available on a fee-paying basis for families who are not eligible for the funded 30 hours' free childcare, subject to availability.

### **Wrap-Around Childcare**

**Our wraparound childcare is offered on a weekly basis only and is subject to availability.**

08:00-08:30 - Breakfast club - £15 per week, payable half-termly in advance (including fruit/cereal/milk)

11:30-12:30 - Lunch club - £30 per week, payable half-termly in advance – children will need to bring a nut-free packed lunch

14:30-15:30 - 30 hours extension - £25 per week, payable half-termly in advance (increasing to £30 per week from September 2024)

15:30-16:00 – After School Club - £15 per week, payable half-termly in advance (including fruit/toast/milk)

### **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 £15.00 up to first 10 minutes and then £10.00 each subsequent five-minute period.

## **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](mailto: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.

## **Roles and Responsibilities**

**All staff** are expected to follow this policy when advising prospective parents and admitting children to Peartree Way Nursery School.

**The Headteacher** will ensure that:

- Children are admitted in accordance with this policy
- The school application/registration forms are compliant with the GDPR (Data Protection).
- There is good communication between the Nursery School and Pre-School.

The **Governing Body of Peartree Way Nursery School** will ensure that:

- The admission arrangements are reviewed annually and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents.
- An admissions register and register of continued interest is kept.