



**PEARTREE WAY NURSERY
SCHOOL
Nursery Admissions Policy**

Reviewed: January 2024

Date of Next Review: January 2025

Signature:

A handwritten signature in black ink that reads "Kathryn Evans". The letters are cursive and fluid.

Kathryn Evans, Chair of Governors

Date: 23.01.2024

Signature:

A handwritten signature in black ink that reads "D. Willcox.". The signature is written in a cursive style with a horizontal line underneath the name.

Deborah Willcox, Headteacher

Date: 23.01.2024

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. Children can join Nursery the term after their 3rd birthday, subject to availability. 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 their 3rd birthday. Places are offered at Peartree Way Nursery School on the condition that the 15 and 30 hours placements are accessed solely at Peartree Way Nursery School.

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 3rd birthday. However, if the Nursery is undersubscribed we will consider in-year applications (see below).

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. In the event of over-subscription, unsuccessful applicants will be asked if they would like to stay on a waiting list, with places offered on a first come, first served basis at the point when a space becomes available.

There are 100 nursery places at Peartree Way Nursery School.

Application Process

Applications open each year for the following school year on the 1st 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

For children on roll in our pre-school, a link to the application form will also be emailed to parents to invite them to apply for a place.

In Year Applications

Enquiries for in-year applications should be sent to the following email address:
admin@peartreeway.herts.sch.uk

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.

If you have a preference for a morning or afternoon place, you should email admin@peartreeway.herts.sch.uk after making your online application. However, priority for morning placements will be given to children who attend our pre-school.

There is no guarantee that parents will be offered their preferred session and allocation is made subject to availability of places. Should there be a specific request for a morning placement, families will be invited to submit, in writing, a written statement detailing the needs of the child/family. The Senior Leadership Team will consider the merits of these statements and make a decision in conjunction with the Headteacher.

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. The offer of a 30 hours placement is subject to applicants providing Peartree Way Nursery School with a valid 30 hours voucher code by end of the 31st July (prior to the child starting Nursery in September).

30 hour Funding Eligibility and Application

Eligibility criteria and applications for 30 hours funding are available on the following website:
<https://www.childcarechoices.gov.uk/>

30 hour Reconfirmation

Continuation of 30 hours funding is dependent upon reconfirmation. It is the responsibility of parents to carry out reconfirmations, on time, at the following website:
<https://www.childcarechoices.gov.uk/> Funding may cease if reconfirmations are not carried out on time and/or your circumstances change. In this event, parents would have the opportunity to pay to extend the placement to 30 hours or, subject to availability, a 15 hours placement could be offered.

Wrap-Around Childcare

Our wraparound childcare is subject to availability.

08:00-08:30 - Breakfast club - £15 per week, payable half-termly in advance (including fruit/cereal/milk). This will increase to £18 per week from the 1st September 2024.

14:30-15:30 - 30 hours extension - £25 per week, payable half-termly in advance. This will increase 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). This will increase to £18 per week from the 1st September 2024.

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 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.

Any variation to the above policy is at the sole discretion of the Headteacher where there are extenuating circumstances and should not be seen as precedent.