



Kirkbymoorside Community Primary School.

Nursery Admissions Policy.

Kirkbymoorside Community Primary School admits pupils, who are 3 years of age, into its Nursey class in September. The school has one intake per year and all pupils are offered three terms of education, in our nursery class.

Rationale:

We believe that all young children should have equal opportunity to access high quality Early Years Education.

Aims:

- To have a fair and consistent process for allocating places in our Early Years class.
- To ensure that all applicants are equally valued and that families are able to express their and their children's needs.
- To ensure the process is fair and transparent.

Registration Process for admission into Nursery:

- All parents are requested to register their interest in their child attending Kirkbymoorside C.P. School, as soon as possible (this will assists school in the planning process). Application forms available from the school office or email: admin@kirkbymoorside.n-yorks.sch.uk
- Registration does not guarantee a place will be available.
- The date of registration is noted, but does not give any priority.
- Attendance at the nursery does not guarantee a place in the Reception class, these places need to be applied for directly to North Yorkshire County Council in the autumn term.

- Parents are very welcome to visit the school prior to their request to view the provision.

Admissions process:

- Parents/guardians are contacted early in the summer term to confirm they still wish to send their child to Kirkbymoorside C P Schools.
- Parents/ guardians are invited to a *Welcome Meeting*, where parents are invited to meet the staff, visit the classroom and take part in a welcome meeting, where protocols and procedures are explained. At this meeting parents are asked if they would like a home visit so staff can meet the child and family in a home setting. Parents are also asked to complete a preference form, indicating the pattern of attendance they would prefer, how many hours they would like to access and whether they would be interested in purchasing additional hours (if any were available). We can not guarantee the preferred hours will be available, but school tries very hard to accommodate parent requests that fall within the available hours.
- Places are allocated in line with North Yorkshire Guidance (Appendix 1). Children are admitted without reference to ability or aptitude. We pride ourselves on being a fully inclusive school, who aims to meet the individual needs of our children.
- Parents are informed of their allocated hours by letter in early June.
- Parents and children are then invited to a series of induction Stay and Play sessions, held across the final month of the summer term.
- Parents are required to complete a Parent Declaration Form and produce the child's original birth certificate.

Free Universal places- 15/ 30 hour extended entitlement:

- All pupils are entitled to 15 hours of free nursery places, some children are entitled to 30 hours of extended entitlement.
- School cannot guarantee 30 hours will be available to all eligible children. 15 hours are allocated to all pupils first, with the additional hours offered, using the County Council agreed criteria.
- The places are offered on a term time only basis.

- Parents who are entitled to extended hours are requested to inform school at the earliest possible time, to aid the planning and allocation of places.
- If parents want to buy additional hours on top of the 15 funded hours, they can do so if there are available 'vacant' hours. These are purchased on a termly basis and are charged whether the child attends or not. These hours are offered termly, and cannot be guaranteed from one term to the next.
- Parents are asked to commit to the places offered for a term at a time, if these hours do need to change parents are asked to sign a new agreement form.
- If a child leaves the school midterm, their funding remains with the school until the end of the term.

Charging:

- There is no charge for applying for a place, for admission or for the provision of education up to the 15 / 30 hour entitlement. If parents wish to purchase additional hours that fall outside this allocation they are purchased on a session rate of £12.00. These are allocated on a termly basis and billed termly. If parents choose to send their child to school for two 3 hour sessions a day, parents can choose to send them with a packed lunch or to purchase a school meal (£1.60 a day) school also charges £1.00 a day to cover the supervision of the children at lunchtime. Parents are asked to make a voluntary contribution of a £.1.00 a week towards the cost of snacks that school provides.

To register eligibility for a 30 hour Nursery Placement parents must register on line at:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

To apply for a place in Reception class parents must apply online at:

<https://www.northyorks.gov.uk/apply-place-primary>

