

Nursery Admissions Policy

This policy is to be used in conjunction with all other policies at Cotmanhay Infant and Nursery School, including our SEND Policy.

2-3 Year Cubs Nursery

We currently prioritise places for eligible 2 year olds from families on low income or on certain benefits who meet the eligibility criteria. Eligible WORKING parents will also be able to put their child's name down on a waiting list. If a place becomes available the school will make contact with them.

FOR LOW INCOME OR FAMILIES ON BENEFITS:

For children that meet the criteria to be eligible for 15 hours' free childcare from the term after their second birthday:

2-year-olds can get free early education and childcare if parents live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEND\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

Parents can apply for the two year old funding:

- [Apply for free early years funding on our parent portal \(opens in a new window\)](#). By completing the application online, parents agree to the eligibility result being emailed to the address they have provided.
- Text Child to 86555 (texts cost 10p).
- Call between 9am and 5pm, Monday to Friday, tel: 01629 539317 or 01629 539316 or 01629 539319.

PLEASE NOTE: If eligible, you will receive a letter from Derbyshire County Council with your eligibility code.

This means that you are eligible for 15 hours per week, however, this does not mean an automatic offer of 15 hours in our nursery.

Our offer will be dependent on availability of places and individual requirements and needs of your child (in line with our SEND Inclusion Policy). This will always be a collaborative conversation between nursery and parents/carers.

Cotmanhay Infant and Nursery school offers parents the opportunity for their child to attend our nursery five sessions per week.

There are two sessions a day and children can attend a maximum of one session a day and five sessions a week.

- Morning session 8:30am to 11:30am
- Afternoon session 12:15pm to 3:15pm

Each session can have a maximum of 16 children attending. Once a session has 16 children attending it is full and no more children will be admitted. The ratio is one adult to four children.

We will then operate a waiting list and if demand is such that we can fund another member of staff, governors may increase the number of children attending per session in increments of 4 additional children per session.

[FOR WORKING PARENTS \(who earn at least £8,670 and under £100,000\):](#)

Parents can get a code for the funded hours - 'free hours' and apply on this site:

<https://www.gov.uk/apply-free-childcare-if-youre-working?step-by-step- nav=f517cd57-3c18-4bb9-aa8b-1b907e279bf9>

They can check if they're eligible here:

<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

3-4 Year Bears Nursery

15 Hour Universal Entitlement

All children are entitled to fifteen hours' nursery funding from the term after their third birthday. Cotmanhay Infant and Nursery school offers parents the opportunity for their child to attend our nursery five sessions per week.

PLEASE NOTE:

This does not mean an automatic offer of 15 hours in our nursery.

Our offer will be dependent on availability of places and individual requirements and needs of your child (in line with our SEND and Inclusion Policy). This will always be a collaborative conversation between nursery and parents/carers.

There are two sessions a day and children can attend a maximum of one session a day and five sessions a week.

- Morning session 8:30am to 11:30am
- Afternoon session 12:15pm to 3:15pm

Each session can have a maximum of 52 children attending. Once a session has 52 children attending it is full and no more children will be admitted. The ratio is one adult to 13 children.

There may be times when we are unfortunately unable to offer a particular session due to low demand for that particular term.

If demand is such that we can fund another member of staff to go over 52 places, governors may increase the number of children and another member of staff will need to be employed accordingly

Starting Nursery

Cotmanhay Infant and Nursery School admits children into its Cubs or Bears Nursery three times a year.

- Children who are of age (2 years or 3 years) between April 1st and August 31st will begin in the following September.
- Children who are of age (2 years or 3 years) between September 1st and December 31st will begin in the following January.
- Children who are of age (2 years or 3 years) between January 1st and March 31st will begin in the following April.

Parents will be provided with induction information the term before their child is due to start nursery. Nursery staff will then be contact parents/guardians via telephone or email to offer a stay and play session. After attendance at this session a start date will be given.

Applying for places

To apply for a place at Cotmanhay Infant and Nursery School you need to return a completed application form and places will be allocated using the schools *Admissions Criteria*.

Admissions Criteria

Where the number of requests for places exceeds the number of places available, places will be allocated according to the following criteria, which are in priority order:

1. Children that are in care.
2. Children who have 'safeguarding' plan.
3. Children living in the normal area of Cotmanhay Infant and Nursery school that have siblings* on role at the time of admission.
4. Children living in the normal area of Cotmanhay Infant and Nursery school that do not have any siblings* on role at the time of admission.
5. Children living outside the normal area of Cotmanhay Infant and Nursery school that have siblings* on role on the time of admission.
6. Children living outside the normal area of Cotmanhay Infant and Nursery school that do not have any siblings* on role on the time of admission.

In the event of a tie the distance from the school to the child's home will be used with the family living closest being offered the place.

*Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Children accessing the 2 year nursery must have an eligibility letter before a place is offered.

Once an offer is made

Once a family has been offered a place you will be requested to show us all documents to support your application. This includes **proof of date of birth through birth certificate or passport**, as well as any other documents relating to safeguarding, fostering arrangements or legal documents. **All relevant admission paperwork must be completed and submitted prior to your child receiving a start date.** Your child will not be admitted if you are not able to provide this information.

Parents/guardians will be contacted via email, unless a request is made to use another form of communication.

Moving or increasing the number of sessions attended.

School will consider requests from parents to increase the number of sessions their child attends or change session from afternoon to morning (or vice versa). Such changes can only be made subject to availability and staffing levels.

Waiting list

Once offers have been made and accepted children that have not got a place will join the waiting list for that term. At the beginning of the next term applications on the waiting list will be added to the new applications and will be considered in accordance with the admissions criteria listed above.

PLEASE NOTE:

Successful admission to Cotmanhay Infant and Nursery School's Cubs2+ or Bears 3+ Nursery does NOT guarantee a place to Cotmanhay Infant and Nursery School and does not form part of the admission criteria identified by the Local Authority admission process into School.

All Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation.