

Dapifer Drive, Sandy, Bedfordshire SG19 1QJ

Tel: 01767 681185

Email: admin@robertpeel.beds.sch.uk

Miss Liesl Ganney - Headteacher

ROBERT PEEL
Primary School



Robert Peel Primary School Nursery Admissions Policy & Procedures

Robert Peel Primary School Vision

At Robert Peel Primary School our vision is to develop resilient and independent learners who aspire to be the best they can be. Our aim is for the children to be happy in all aspects of school life, be able to communicate effectively and show empathy and understanding to others.

We will achieve this through the teaching of a rich and diverse curriculum focusing on their immediate locality and the wider world, with an emphasis on deep and sustained learning. The learning will focus on building up the children's knowledge and skills over time and engaging them in real-life experiences. Children will have the opportunity to lead their own learning, question their understanding, develop their vocabulary and gain fluency through practise and rehearsing key skills. Our intent is that children gain a passion for learning and take the skills, knowledge and learning behaviours they have gained at Robert Peel into their next phase of education and adult life as a member of a global community.

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centered nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and that we make the very best use of our resources.
- To provide high quality child centered nursery education to children and families in our local community.

Nursery Intake

- The Nursery Class has a termly intake – September, January and April. Children are eligible for a place the term after their third birthday.
- If there are spaces available then children can start the Nursery at any time in the academic year permitted they are eligible by age.

Criteria for Admission to the Nursery

The Nursery Class at Robert Peel is a 60 place Nursery based on 2 sessions per day: 30 children in the morning and 30 children in the afternoon.

Funding

The government funds all children for 15 hours a week. In addition working parents may qualify for an additional 15 hours, giving them a total of 30 funded hours per week. To enable consistency for the children the 15 hours is either morning or afternoon sessions. On rare occasions the Headteacher may consider a combination of sessions over the week but this is at their discretion.

Admission Procedures

- Parents can register their interest in a place at the school's Nursery by completing the attached form and submitting back to school.
 - Children are normally admitted three times a year at the start of a term – September, January and April. In September the start may be slightly staggered by a few days to enable to children settle into the new setting.
 - The child's name on the admission list does not constitute the promise of a place in the Nursery. Nor does application or attendance mean admission to the main school. Admission to Robert Peel Primary School requires a separate application through the LA common application form and places are offered according to the school's admission criteria.
-

Dapifer Drive, Sandy, Bedfordshire SG19 1QJ

Tel: 01767 681185

Email: admin@robertpeel.beds.sch.uk

Miss Liesl Ganney - Headteacher

ROBERT PEEL
Primary School



- No places are available for children under three years of age.
- Applications of interest will be accepted from the date of the child's second birthday.
- If the situation arises where the setting is oversubscribed then a first come basis of applications will be applied adhering to the guidance in this document.
- Children may be able to start part way through a year following the start of a term if they have turned 3 if there are spaces.
- Places cannot be reserved in the Nursery and decisions will be final and there is no right of appeal.
- Parents will be contacted the half term prior to their child's entitled start date. Older children will mainly be offered morning sessions with younger children in the afternoon. The Headteacher has discretion over these offers. At this time parents can discuss if they are entitled to 30 hours or want to pay for additional sessions. The school cannot guarantee that spaces will be available for this entitlement.

Nursery Session Times

- Morning sessions run from 8.45 - 11.45 and afternoon sessions 12.30 - 3.30. Parents may also choose full days if spaces are available.
- Lunch is available at an additional cost from 11.45 – 12.30

Allocation of Preferred Sessions

- Parents will be asked to give 2 preferences with regards to the session options when they apply for a place. If the preferred session is unavailable, the child will be offered an alternative session.
- If there is a situation where a particular option is oversubscribed, then session times will be allocated according to the above principles.
- Decisions to offer a place will be based on the criteria and procedures laid out in this admissions policy. Being offered a place does not guarantee first preference with regards to session options.
- The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in the main school.
- Admissions into school are overseen by the local authority, Central Bedfordshire.
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.
- Parents whose children attend all day sessions will need to provide a packed lunch or purchase a hot school dinner and pay for the lunch provision.

Nursery Home Visits & Stay and Play Sessions

- The Nursery Class will hold Stay & play sessions for parents/carers and their child the term before their start date.
- Children admitted outside of the termly intakes will be invited to visit the nursery for a play session before they actually start.
- When possible, all children who have accepted places will be visited at home by 2 members of the Nursery staff, at a pre-arranged date prior to them starting the Nursery.
- It may be possible for children who join the Nursery at other points during the year to receive a pre-arranged home visit before they are due to start.
- Home visits help to begin forming relationships between parents, practitioners and children and supports the sharing of key information and the building of secure attachments.

Dapifer Drive, Sandy, Bedfordshire SG19 1QJ

Tel: 01767 681185

Email: admin@robertpeel.beds.sch.uk

Miss Liesl Ganney - Headteacher

ROBERT PEEL
Primary School



Leavers During the Year

- If a child leaves the Nursery during the school year, parents must notify the school in writing.
- The place of a child who has left cannot be held open for a trial period and will be automatically made available to a child on the waiting list. If parents later wish their child to return to the Nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with the other applications. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

Attendance & Loss of Nursery Place

- If attendance and punctuality is poor or erratic the Nursery teacher will talk to parents and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual.
- If attendance doesn't improve and following a meeting with Senior Leaders, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
- If a child is absent for a period of 10 days without any contact from the parents the school has a safeguarding duty to register the child as a Child Missing in Education with the LA.

Transfer from Nursery to School

- All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct Central Bedfordshire admission's procedure.
- The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the child as appropriate.
- If a child is not offered a place in the school of their choice there will not be an option for children to remain in the Nursery for the following academic year.

Nursery Charges

If there are spaces available in a session parents can pay for a session. The three hour session will be a cost of £16.00. Parents have the option for their child to stay for lunch which is an additional cost of £2.50 if your child brings a packed lunch. Parents can pay for a hot dinner and this will be an additional cost at the same price as the main school which is £2.75.



Dapifer Drive, Sandy, Bedfordshire SG19 1QJ

Tel: 01767 681185

Email: admin@robertpeel.beds.sch.uk

Miss Liesl Ganney - Headteacher

ROBERT PEEL
Primary School



INITIAL REGISTRATION FORM NURSERY

Child's Surname:			
Child's Forename:			
Date of Birth:			
Male/Female			
Address:			
Postcode			
Home telephone			
Parent 1	Name Phone Number Email address		
Parent 2	Name Phone Number Email address		
Robert Peel Catchment Area			
Session Preference – please circle. This is only a guide and dependant on availability.	Morning	Afternoon	30 hours
Sibling attending Robert Peel			
Name of Nursery already attending			
Any additional needs			
Any other information			