



## Admissions Policy

Appletree Nursery School follows Lancashire County Council Admissions policy.

### **Nursery Provision**

2 year olds

Appletree Nursery School offers 2 year olds who meet the 2FEE criteria up to a maximum 15hrs per week of free provision (the maximum free hours permitted each term are:- Autumn 210 hours, Spring 165 hours and Summer 195 hours).

3-4 year olds

Appletree Nursery School offers up to a maximum of 15 hours per week of free provision (the maximum hours permitted each term are:- Autumn 210 hours; Spring 165 hours and Summer 195 hours).

From September 2017 Appletree will provide up to 30 hours free entitlement for 3-4 year olds who meet the eligibility criteria (details to be confirmed).

### **Hours and patterns of provision**

2 year olds

Children are able to access the following patterns of attendance

- 5 x 3hrs morning sessions term time only (38 weeks) **or**
- 5 x 3hrs afternoon sessions term time only (38 weeks) **or**
- 2 ½ full days term time only (38 weeks)
  - a) all day Monday and Tuesday + Wednesday (am only) **or**
  - b) Wednesday (pm only) + all day Thursday and Friday

A healthy snack is provided during each session, Lunches will be provided by the school for children attending full day sessions.

\*For children who require additional hours, including those from families who are working or who are students, or those 2 year olds who do not qualify for 2FEE, hours of attendance will be agreed on an individual basis by the headteacher and governing body, on the condition that this does not prevent any 2FEE children from accessing a place at Appletree Nursery School.

3-4 year olds

Children eligible for **15hrs free entitlement** will be able to access the following patterns of attendance

- 5 x 3hrs morning sessions term time only (38 weeks) **or**
- 5 x 3hrs afternoon sessions term time only (38 weeks) **or**
- 2 ½ full days term time only (38 weeks)
  - c) all day Monday and Tuesday + Wednesday (am only) **or**
  - d) Wednesday (pm only) + all day Thursday and Friday

Session Times are as follows;

8.30-11.30 for morning sessions (3hrs)

12.00-3.00 for afternoon sessions (3hrs)

9.00-3.00 for full day sessions (6hrs)

Lunches will be provided by the school for children attending full day sessions.

Children eligible for **30hrs free entitlement** will be able to access the following pattern of attendance

- 5 full days (5 x 6hrs) term time only (38 weeks)

Session Times are as follows

- 9.00am-3.00pm (6hrs)

Packed lunches can be provided by parents, but must follow the school's Healthy eating Policy, however **cooked lunches can be provided by school at £2.30 per day.**

Additional sessions (paid for at £5 per hour or £2.50 per ½ hour session) are available by arrangement at the following times

- Breakfast club: 7.45am £3
- Afterschool club: from 3.00pm – 4.30pm £5
- Teatime club: from 3.00pm – 5.45pm £7.50

### **Appletree Admissions Policy**

Appletree is a Maintained Nursery School and the governing body has set the following admission arrangements to determine priority for allocation of places.

- Children in public care (those with plans in place for CP, CLA or CIN) or those children at risk of becoming looked after.
- Children with special educational needs (SEN) and those with exceptional/strong reasons for attending a particular school/setting.
- Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending a particular school/setting.
- Children who will have a sibling attending Appletree Nursery School at the same time of their admission.
- Those children living nearest the school/setting.
- Parents/carers who provide evidence of training/education at a local establishment or those working in the local area.

### **Additional information for allocation of places for 2 year olds**

Priority for nursery school places will be based on children meeting the criteria for 2FEE funding.

Allocation of places for 2 year olds who do not meet the above criteria will be decided on an individual basis by the headteacher and governing body of the school.

Should places become available, these will be offered in accordance with the published admission criteria and not on a first come first served basis.

### **Medical, Social and Welfare Reasons**

If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to our nursery school, you should indicate this on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult.

Updated December 2020

Please be assured that our nursery school will make provision for special educational needs and will manage common medical conditions e.g. asthma, epilepsy, diabetes and allergies.

All information which is submitted will be handled confidentially.

### **Accuracy of applications**

Appletree Nursery School and the Local Authority will investigate the accuracy of any information which is provided and places may be withdrawn if they have been offered based on inaccurate information having been supplied. This includes parents providing information to support free entitlement for 2 year olds applying for 15hrs FEE provision and 3-4 year olds applying for 30hrs provision.

How to apply;

For application for a 2year old place

- Once parents have received a letter from Lancashire County Council confirming 2FEE entitlement for their child, they should bring this letter into school and complete an application form. This can be completed in the term prior to your child's 2<sup>nd</sup> birthday

For application for a 3-4 year old place

- For enquiries or to place your child's name on our waiting list, this can be done when your child is 2 years old (or earlier if you wish) by calling into school or by completing an enquiry form on the school's website. Parents will then receive an application form to be completed and returned to school.
- For children applying for 30hours free entitlement from September 2017, evidence of written confirmation (letter or email confirmation from Lancashire County Council) will be required, which parents/carers must renew on a 3 month or termly basis.

If your circumstances are likely to change during the application period or after your child has been offered a place (but ahead of the September 2017 start date), please give details on your application. This could include address changes or changes in your work situation or education/training which may affect the priority of your application.

### **Information and advice**

If you require assistance or advice to help you complete an application, this is available by appointment at Appletree Nursery School. Please contact us or arrange a visit for this support.

### **Charging parents for places**

The Governing Bodies of Lancashire's maintained nursery schools must not charge parents for hours for which they receive free entitlement (15 hrs for some 2 year olds and either 15hrs or 30 hrs for some 3 and 4 year olds).