



# Admissions Policy

## Rosemary Nursery School

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Adopted September 2022

Reviewed

### 1. Rationale

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available. We aim to have a fair and clear way of allocating places.

### 2. Registration

Parent/care may register their child as soon as they have reached 18 months old. Registration is through our Application form available via our website or by phoning/emailing our admin team.

### 3. Available places and session times

We are open term time only.

We have the following number of places available. Numbers are approximate and dependent on demand, staff availability, as well as the financial viability of the setting.

- 26 - 30 hour spaces
- 72 - 15 hour spaces
- 20 - 15 hour spaces for funded 2 year olds
- 4 part time paying places for 2 year olds.

## 4. Session Times and hours

### 2 year old Free entitlement- 15 hours

- 5 mornings (8.30-11.30)
- 5 afternoons (12.30-3.30)

### 3-4 year old Free entitlement – 15 hours

- 5 mornings (8.30-11.30)
- 5 afternoons (12.30-3.30)
- 2.5 days. Monday and Tuesday (8:30-3.30) and Wednesday morning (8.30-11.30)
- 2.5 days Wednesday afternoon (12.30-3.30, Thursday and Friday (8.30-3.30)

We do not offer free entitlement places for less than 15 hours.

### 3 and 4 year olds – including extended 15 hour entitlement (30 hours)

4.5 days 8.30 am-3.30 pm, (leaving at 11.30 on a Friday) term time only.

### 2 Year Olds – paying spaces

- Monday to Friday 8.30 – 3.30
- Monday and Tuesday 8.30 – 3.30
- Thursday and Friday 8.30 – 3.30

An additional half-day sessions on a Wednesday is available if we have space.

## 5. Allocation of Places

### Funded 2 year olds

Entitlement is determined by criteria published by Central and Local Government. Bristol City Council will check your eligibility and, if you meet the criteria, they will add your child's name to our waiting list. Apply online:

<https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>

We allocate places as soon as a space becomes available and on a first come first serve basis.

### Funded 3 and 4 year olds

Priority is given in the following order:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption, child arrangements, or special guardianship order.
2. Other children in need. This includes those with a disability, special educational need or who are at significant risk of under achievement.
3. Children already accessing their 2 year old Free Entitlement at Rosemary two year old provision

4. Children who have a sibling who are currently attending Rosemary and will still be doing so when their brother or sister is admitted
5. In year admissions will be allocated on the basis of chronological age for children on the waiting list.
6. Those children living closest to Rosemary as measured in a direct line from the home address to the school.

Offers of places are made:

For September, by May 31<sup>st</sup>, For January by 31<sup>st</sup> November, For April by 27<sup>th</sup> February.

## **6. Extended Entitlement - 30hr Nursery places**

To access a place you need to register on-line at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and obtain an 11 digit code from Her Majesty's Revenue and Custom (HMRC).

Only a valid 30 hours code will guarantee the place and it is the parent(s)/carer(s) responsibility to provide this. Offers of 30 hours will not be made without a code. For in-year changes and applications the code must be provided before the deadline for allocation of 3-4 year entitlement places. Parents will be notified of the deadline in advance.

Codes need to be re-confirmed with HMRC every 3 months and it is the parent/carers(s) responsibility to maintain this.

## **Grace period**

A child who becomes ineligible during the second half of a term should be funded until the end of the following term or for as long as they remain under Compulsory School Age, whichever is shorter.

When the grace period ends the place will revert to a universal 15 hour place only.

## **7. 2 year olds Paying Places \***

- Places are allocated on a first-come, first serve basis, using the date of the signed application form.

## **8. Additional hours\***

- Friday afternoon (for 30 hours children only) 11.30-3.30

\*The financial sustainability of the nursery schools is paramount and so we reserve the right to offer sessions only when uptake makes the provision financially viable.