



Nursery admissions policy

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Clifford Road Primary School and Nursery offers 15 hours free entitlement to Early Years childcare for 3 and 4 year olds and 30 hours free entitlement to eligible working families, subject to availability of spaces.

We are able to offer places to children taking up their entitlement to universal government funded hours of up to 15 hours per week.

We will offer additional sessions up to a maximum of 30 hours per week to working parents of 3 and 4 year olds who meet the eligibility criteria.

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It is very important that parents who think they are eligible for the 30 hours extended funding apply using the on-line checker on the Government website, mentioned above, the term before their child is due to start Nursery, e.g. those starting in the Autumn Term must apply during the Summer Term. If successful, they will be given an on-line eligibility code which must be given to the school when completing the school's official "Offer of a Nursery Place" Form.

In addition to this, parents of children who do not qualify for the 30-hour entitlement can apply for fee paying places.

Nursery Session Times

Morning Nursery: 8.30am – 11.30am

Nursery Lunch Club: 11.30am – 12.30pm Afternoon Charges apply*

Nursery: 12.30pm – 3.30pm

Nursery runs for 38 weeks per year, during term time.

Nursery Provision

Nursery has provision for up to 52 children; 26 in the morning session and 26 in the afternoon session.

Nursery Lunch Club currently has provision for 8 children. Nursery Lunch Club is not part of the free entitlement for 15 hours per week and charges will apply. *We will ask for this to be paid for a **half term in advance** in order to ensure we have adequate staff available at all times. Individual sessions for lunch are £4.00 per child. Form to be completed see Appendix 1.

Funded places in our nursery are offered on the following basis:

- 15 hours per week; 5 morning sessions
- 15 hours per week; 5 afternoon sessions
- 15 hours per week; made up of a total of 5 sessions across the week
- Up to 30 hours per week for eligible working families; accessing up to the maximum of 5 morning sessions and 5 afternoon sessions

Nursery Admission

Our nursery will admit pupils from the term after their third birthday, when they become eligible for Early Education Funding.

Birthday	Nursery Admission
1 st September – 31 st December	Spring Term (after Christmas holiday)
1 st January – 31 st March	Summer Term (after Easter holiday)
1 st April – 31 st August	Autumn Term (after Summer holiday)

In order to help families plan their childcare in advance, places will be allocated, subject to availability, as follows:

Nursery Admission	Application Deadline	Nursery Place Offered
Autumn Term (after Summer holiday)	May 1 st	By May 23rd
Spring Term (after Christmas holiday)	October 1st	By October 25th
Summer Term (after Easter holiday)	February 1st	By February 14th

Applications received after the deadline (for children eligible for admission in the following term) will be processed in order of application.

Wherever possible we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place, but the exact sessions you have requested may not be available. If this is the case, we will let you know what we are able to offer.

If there are no places available, we will hold your application on file for consideration at the next point of admission.

When considering an application to our Nursery we do require your child to attend **at least two sessions per week over two days**. This supports your child in settling into our setting and allows them to develop a good relationship with their key person and peers.

Admission Criteria

If there are more applications than places available, the following criteria will be applied to decide which children are offered a place.

1. Children with an Education, Health and Care Plan naming Clifford Road Primary School and Nursery.
2. Children in Care (Looked after Children) and previous Children in Care (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after).
3. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a Clifford Road Primary School and Nursery has been identified.
4. Eligible working families wanting to access up to 30 hours free childcare
5. Children wanting to take their full universal 15 hour free entitlement with us
6. Siblings at Clifford Road Primary School and Nursery.
7. Children who are **ordinarily resident** in the catchment area
8. Date of Birth (oldest to youngest)

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line “crow fly” basis, using Ordnance Survey data.

Where spaces are still available parents can purchase additional morning or afternoon sessions.
*£16.00 per session.

It must be clear to all parents that having a child educated within our nursery does not guarantee a place in the reception class at our school. You MUST apply for your child’s reception place via the Suffolk County Council website.

Oversubscription Criteria Supporting Notes

Previously looked after children: Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2001 (section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Siblings: Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births: Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Ordinarily resident: By ‘ordinarily resident’ we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child’s living arrangements at the time of application

Appendix 1



NURSERY LUNCHTIME REQUEST

Child's Surname:		Forename(s):	
I would like my child to stay over lunchtime on the following days every week: Monday Tuesday Wednesday Thursday Friday (Please circle the days your child will stay)			
Lunchtimes are charged at £4/day. I understand that the charge will apply for all booked days, whether my child attends or not, and I will be charged half-termly in advance.			
Title:	Parent / Carer Surname:	Parent / Carer Forename:	
Signature			
Date			

