



St. Helens Council

# RAINHILL COMMUNITY NURSERY SCHOOL



## Admissions Policy September 2015

Rainhill Community Nursery is committed to a fair and transparent process for the admission of children.

1. Admissions to the nursery school are conducted by St Helens Council Children and Young People's Service, and follow strict procedures. This is set out each year in the Local Authority's Nursery Admissions booklet and a copy of the up-to-date procedure is kept with this policy.
2. Admissions for "Wraparound Care" (fee-paying) places are conducted by the nursery. The Admissions Procedure for these places is set out under the heading "Wraparound Care" below.

### Nursery School places

#### What happens when an enquiry is received at nursery?

When a parent or carer approaches the nursery to enquire about nursery admissions, their attention will be drawn to the admissions procedure set out by the Local Authority. In particular it will be made clear that the application process begins when the Local Authority issues application forms in the autumn term PRECEDING that in which their child is due to start nursery.

- They will be invited to leave their name and address so that they can be alerted to when the application forms arrive at nursery. It will be made clear that the leaving of details is not part of the application procedure.
- When application forms and booklets are received from the Local Authority, letters will be issued to those who have left details, advising them that they may collect a form for completion.
- A deadline will be set by the Local Authority for the return of all forms. Once the deadline is reached, all completed forms will be sent to the Local Authority Admissions Department, by internal mail. Any applications arriving after the deadline will be sent in the week that they arrive by internal mail. Parents and carers bringing in application forms after the deadline will be advised that the deadline has passed, and that the application will be treated as a late application by the Local Authority.

## **Wraparound Care places**

The nursery provides "Wraparound Care" in the form of Breakfast Club, Lunch Club, After-school Club and afternoon or morning nursery sessions. This facility is primarily intended to support those families who need their children to be cared for at nursery for longer than the standard 3 hour nursery session each day, and priority for these places is always given to children who are already attending the nursery school. The number of places available at each session is as follows:-

Breakfast	8 places
Lunch	24 places
After-school	8 places
Morning session	8 places
Afternoon session	8 places

Where the number of number of morning or afternoon places taken is less than the number available, the spare places may be made available to parents or carers of 3- or 4-year old children who do not already attend the nursery school. They will be offered on a fee-paying basis only. A list of charges is available separately and details of charging is given in the Charging Policy.

## **Admissions to Wraparound Care places**

Where a parent or carer indicates that they would like to purchase Wraparound Care, the following Admissions Procedure applies:-

- Places are allocated on a "first come, first served" basis, to parents and carers of children who already attend the nursery;
- Once the places have been filled, a waiting list will be kept and places offered in the order of the date on which applications were received;
- Where a parent or carer asks to be placed on the waiting list for "any available sessions" which may become vacant, this will be indicated on the waiting list. In these circumstances, if the next available place offered to the parent or carer is declined, the child's name will move to the bottom of the waiting list;
- Once children have been admitted in September, a reasonable amount of time will be allowed for parents and carers to request Wraparound Care places. If enquiries for fee-paying places are received during this time from parents and carers of children who do not attend the nursery, they will be asked to re-enquire after the October half-term holiday.

- After the October half-term holiday, any remaining places will be made available on a fee-paying basis to parents or carers of children who do not attend the nursery. **Children will be admitted only after their third birthday.** It will be emphasised that admission to a fee-paying place has **no bearing on whether a free place will be offered to the child** if the parent or carer applies for one, either currently or during the Local Authority's next Admissions period.

Date Policy to be reviewed: September 2016