



Knaphill Lower School

Nursery Admissions Policy

Knaphill Federation of Schools	
Policy: Nursery Admissions Policy	
Governors' Committee Responsible: Resources	
Policy Originator: J. Concannon	Review Period: Annual
Status: Statutory	Next review Date: Spring 2022

Nursery Admissions Policy

Knaphill Federation of Schools offers places to 3 and 4 year olds for up to 30 hours provision per week (term time only) dependent on eligibility. Our aim is to provide a high quality provision ensuring the welfare of children by creating a secure, safe and caring environment which supports every child's early development

Knaphill Federation of Schools is part of Goldsworth Trust, a charitable company limited by guarantee registered in England. Registered Number: 07887259

Our Nursery will offer the Government funded 30 hour option based on the criteria listed below and upon availability. Parents are required to have an eligibility code and are subject to three monthly cycles of reconfirmation through the HMRC.

PLEASE NOTE:

If you cease to be eligible for the 30 Hour Extended Childcare you will either need to pay for sessions **OR** reduce to 15 hours Funded Childcare, following the Grace Period outlined in the DFE Guidance.
(Appendix 1)

Children are generally admitted into Nursery in September in the academic year in which they will attain their fourth birthday. However if any surplus places exist, children can be admitted at the start of the Spring and Summer terms following their third birthday.

Admissions Criteria

The length of time on the waiting list will not be taken into account, although we do advise parents to put their child's name on the waiting list as soon as possible.

Category A

Where possible and appropriate, consideration for admission will be given to children with SEND (Special Educational Needs and Disability) or social needs. Within this category we will consider each child's needs.

Examples of special educational needs/social needs might include:

- Children on the Child Protection Register
- Children with emotional/behavioural problems
- Children with physical disabilities
- Children with speech and language problems
- Children with hearing and visual difficulties
- Children referred by educational psychological service
- Children who were multiple births/in a large family/cared for by grandparents
- Children living in a confined playspace
- Children for whom English is an additional language
- Children of staff employed at Knaphill Lower School

Category B

- A child with a brother or sister who requires a significant amount of additional support
- A child who at the time of application has a brother or sister on the school roll who will still be attending the school when the younger sibling joins the Nursery.

Category C

- Children who have already attended a maintained nursery in another LA

Category D

- Remaining places will be allocated based on proximity to the school using the shortest radial route (straight line distance)

Knaphill Federation of Schools Nursery will charge an additional rate for fee paying hours as per the Nursery Terms and Conditions outlined in Appendices 2 and 3. For further detailed Admission Guidance see Appendix 4. (Nursery Admission Form).

Funded Early Education - Universal Hours

All 3 and 4 year old children can claim “15 hours Funded Early Education (FEE)” towards their sessions each week starting from the term after their 3rd birthday (provided there are places available) and this is offered as 15 hours per week for 38 weeks during school term times. For more information on dates and funding please see Surrey County Council’s FEE web page at

<https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/funded-early-education-for-3-and-4-year-olds>

Funded Early Education — Extended hours

Some 3 and 4 year old children may be entitled to extended funded early education hours. This does not affect your universal funded early education hours.

Parents who are both working and earning between about £5,500 and £100,000 each (in the case of a single parent family where the sole parent is working) will be able to access an additional 15 hours of funded early education, over and above their universal hours, which they can take in a variety of ways. The government has set up a process for parents to check their eligibility through an online process. This will give parents an eligibility code which they'll need to pass on to their childcare provider/s to show that they are eligible for the +15 hours of childcare. Parents will have to do this every three months to show they are still eligible.

If you are eligible for extended hours you will need to apply via <https://www.childcarechoices.gov.uk/> and obtain an eligibility code before we can claim your extended hours.

Please note that if you wish to remove a child from our setting or want to reduce the number of sessions attended, parents/guardians must give at least half a terms’ notice of the change in writing. Any fees for additional hours will be payable until that date, whether your child attends Knaphill Lower School Nursery or not.

Session Times Monday - Friday 9am - 3pm (term time only)

The 15 Hour Funded Childcare is provided as follows:

Monday and Tuesday 9am - 3pm Wednesday 9am - 12 noon or
Wednesday 12 noon - 3pm Thursday and Friday 9am - 3pm

(If you are not eligible for the 30 Hour Extended Childcare you can pay for additional am or pm sessions at £6 per hour (subject to review))

The 30 Hour Extended Childcare is provided as follows:

Monday - Friday 9am - 3pm

Application process

Please complete the Nursery Admission form and email it to info@knaphill-lower.surrey.sch.uk or return it to the school office either by hand or post (Knaphill Lower School, Chobham Road, Knaphill, Woking GU21 2SX).

We will add your application to our waiting list and send you an acknowledgement e-mail within 10 working days. Please contact us if you do not receive an acknowledgement. We will contact you via email to let you know if we have any places available near to your requested start date. If you are applying months/years ahead of when your child is due to start we will be in touch nearer the time, but as a guide for children starting in September we endeavour to let you know what places are available to you by the end of the preceding April.

Before starting nursery and the settling in period

We understand that children need different levels of support when starting in Nursery and the initial transition can be a bit tricky for both children and parents.

To minimise any discomfort in this process for your child and yourself, we offer two one hour settling in sessions when parents are welcome to stay for as long as is needed to ensure your child is settled. We do encourage you to leave your child during the session, so that your child becomes accustomed to a small amount of separation, before starting at Nursery for a full day. If your child is struggling to settle, you will be contacted, and further settling in sessions can be offered if needed.

We email parents general information about starting nursery a month beforehand which includes ideas that may help prepare you all for nursery life. We encourage children to get used to spending time around other children and to be independent in self-care routines as much as possible before they start to help with the transition.

Please Note:

Admission into the Nursery Class does not guarantee admission into the Reception year at Knaphill Lower School.

Appendices

- 1. The Grace Period**
- 2. Nursery Fees Terms and Conditions**
- 3. Outstanding Knaphill Federation of Schools – Nursery Fees**
- 4. Knaphill Lower School Nursery Admission Form**