



Kings Avenue Primary School Nursery Admission Arrangements

| <u>Updated On</u> | <u>Changes Made/Notes</u> |
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| November 2022 | Updated & Reviewed |
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Agreed by Governing Body:

Signed:
(Chair of Governors)

NURSERY ADMISSIONS

All three and four year-olds are eligible for 15 hours per week of free early education. The new entitlement provides an additional 15 hours of free childcare for eligible children. Households will be eligible for an additional 15 hours free entitlement where:

- Both parents are working, or one parent is working in lone-parent families.
- Both parents are working but one or both parents is temporarily on maternity, paternity or adoption leave.
- Both parents are working but one or both parents is temporarily on statutory sick pay.
- One parent is employed and one parent is disabled, incapacitated or has substantial caring responsibilities.
- Parents must earn a minimum weekly amount equivalent to 16 hours at national minimum wage or national living wage, and less than £100,000 per year, per parent.

At Kings Avenue we aim to offer the equivalent of **30 x 30**-hour places in order to support our community. This balance of provision is expected to meet the community's requirements; however, we will be flexible with the exact number of 15- and 30-hour places in order to meet the changing annual requirements of our co Allocation of Places. Places are allocated in line with the following criteria irrespective of whether a child is eligible to 15 or a 30 hour place.

1. Children recommended for a nursery place at Kings Avenue by the Disability or Locality TAC (Team Around the Child), or who are looked after by the local authority or who have an allocated social worker.
2. Children with professionally supported educational, medical or social needs, e.g. children who are recommended for a place at the school by the Disability or Locality TAC (Team Around the Child)
3. Children with a brother or sister currently attending the school and who will still be at the school when the child is admitted.
4. Children of staff at the school. A member of staff for the purposes of this criterion must be employed by Kings Avenue Primary School for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application.
5. Children who live nearest to the school on the basis of distance between the child's home and the school, measured by a straight line.

NURSERY FEES

Where a parent is not entitled to the 30 hours funded, they may pay for the extra provision. Currently our charges are £15 for an afternoon session for 3 hours or £30 for the whole day. Please note that this charge will be applied, as fees are not refunded for any type of absence.

HOME VISITS

These take place before a child takes up their place at the Nursery.

- During the home visit, the school booklet will be given and the Nursery times and practice explained.
- The child will be offered a part-time placement and a starting date given - parents may request session options, but we may not be able to grant their preference.
- The key worker, with parental help, will write a short profile about the child. This will enable him/her to get to know the child and support their transition from the home to school settings.
- Details will be given about applying to Reception classes. Admission to our Reception classes is not guaranteed for children attending Kings Avenue nursery classes and parents/carers must apply through the Lambeth Central Admissions process.
- It will be stressed to parents that the place should be fully used. Attendance at Nursery is not a statutory requirement but if a place is accepted, attendance is required unless the child should fall ill. Absences of an unexplained nature will be reported to the Education Welfare Officer. The school does reserve the right to withdraw a place if there are unnecessary and unexplained absences.

Enrolment Procedure Once a place is offered you will be invited to an admission meeting to complete an enrolment form. You will be required to provide the following documents in this meeting: a. Full Birth Certificate b. Proof of address (this must be either a Council Tax Bill, a tenancy agreement, Child Tax Credits c. Health Book d. National Insurance number The allocation of a starting date will be delayed and possibly withdrawn if these items are not supplied in an appropriate timeframe.

Transition to Primary School Admission to Reception and all other classes Applications to Reception and all other classes are made through the Lambeth Central Admissions process and places are offered according to the criteria laid out on the Lambeth Website.