

# Temple Meadow Primary School



Temple Meadow  
Primary School  
Growing together, learning together

## Nursery Admissions Policy

### **Safeguarding Policy Statement -**

*This policy is part of the wider umbrella of Keeping Children Safe in Education - and Temple Meadow's Safeguarding and Child Protection Policy.*

*Summer FBG to review policy*

**Policy Ownership: EY's Co-ordinator**

To SLT:	Sept 2023
To Staff:	Sept 2023
To Governors:	Sept 2023
Document Live date:	Sept 2023
Amendment:	April 2024
Next Review Date:	Sept 2024

## **Admission Policy for Nursery**

Our Nursery caters for 3 and 4-year-olds on a full time and a part-time basis. We offer places in a morning session (8:45am-11:45am) and places in an afternoon session (12:30-3:30pm). In addition, we also offer 30-hour nursery places (8:45-3:30pm – 45 minutes lunch.)

It is widely recognised that children who have had the benefit of pre-school education settle more quickly into full-time education. We pride ourselves on an excellent nursery provision which lays a firm foundation for school.

A child's name may be placed on our waiting list at any time. Priority is given to children who aim to continue their education at Temple Meadow School by joining our Reception.

### **Criteria for Admission into Temple Meadow Nursery**

Children who have reached the age of 3 will be eligible for a place at Temple Meadow Nursery. If in the event of our nursery being oversubscribed, we operate a waiting list.

We will try to accommodate your choice of nursery session; morning, afternoon (please note 30-hour sessions require an eligibility code via the GOV.UK website).

**Please note that a place in our Nursery does not automatically guarantee a place in our Reception (see further details below).**

### **How to apply for a Nursery Place at Temple Meadow**

Parents/Carers need to complete a 'Request for a Nursery Place form' which can be obtained from the School Office. Alternatively, please contact us and we can send an electronic version of our application form.

The completed application form, whether paper or electronic, needs to be returned to the School Office in person or via email, including a copy of your child's birth certificate.

Upon receipt of your application form, you will receive a letter acknowledging receipt of your application.

### **Applications for our 30-hour provision**

If applying for a 30-hour place, the relevant box on the application form needs to be ticked and submitted together with the 30-hour eligibility code, which is obtainable via [30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/30-hours-free-childcare).

### **Understanding our approach to intake points throughout the academic year**

We have four intake groups for the admission of Nursery children:

- Intake 1 the first week of the academic year
- Intake 2 by last week in September (ahead of October Census)
- Intake 3 the first week back after the Christmas holiday (ahead of January Census)
- Intake 4 the first week after Easter (ahead of the May Census)

## **Communicating about your child's start date**

In advance of your child's admission date, you will receive an pack containing the following information:

- Settle in session date and time
- Start date and time
- Induction telephone call date and time
- Admission paperwork (contact details, medical information, consent forms etc)

**Please note, admission paperwork does need to be returned prior to your child's start date with us. Without these forms being returned, we will be unable to admit your child into Nursery.**

## **Arranging a visit to our Nursery**

Please contact the School Office if you would like to arrange a show around with the Headteacher so you can see for yourself our lovely Nursery.

## **Applying for Reception Places while in Temple Meadow Nursery**

In September, the Local Authority distribute letters to Nursery children who are on-roll in our Nursery. This letter gives Parents/Carers instructions on how to complete the online application. Children who join us after these letters have been distributed will also be given a letter explaining how to apply online. To ensure all eligible children apply for a school place, we complete a checklist to ensure all Parents/Carers are prompted to apply. Prior to joining us in Reception, we have a comprehensive induction process, involving a face-to-face meeting and pupil settling-in sessions.