

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.

Policy Ownership: EY's Co-ordinator

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To Staff:	Sept 2021
To Governors:	Sept 2021
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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 a 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 are due to start Reception in the following September. Additionally, priority is given to children who aim to continue their education at Temple Meadow School by joining our Reception.

The Process in applying for a Nursery Place

The Parent/Carer will need to complete a 'Request for a Nursery Place form' which can be obtained from the School Office. The completed application form needs to be returned to the School Office along with the child's birth certificate. At this stage, the Head teacher will be more than happy to show any parents around the school that would like to visit. Contact details will then be recorded onto the nursery planning database (SIMS) to say that the Parent/Carer has applied for a place and they will be sent a letter acknowledging their receipt of application.

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).

There will be six 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 second week back after the Christmas holiday (ahead of January Census)

Intake 4, the week after the Easter holiday

Intake 5, the first week in May (ahead of the May Census)

Intake 6, the first week back after summer half term holiday Whitsun holiday

Following receipt of the completed application form, parents will receive a letter confirming that the application has been received. Approximately a month in advance of the child's admission date, arrangements regarding a forthcoming home visit will be communicated to parents, settle in session and start date. During the home visit, Parents/Carers will be informed of the initial integration session that will take place on the first day in Nursery; parents will accompany their child to the session. During the home visit, the start date will also be confirmed. Parents will be issued with a school prospectus pack and the necessary data collection forms that need to be returned to the school as soon as possible. Staff will also show parents how our online learning journey works; Tapestry and get them to sign the E Safety consent form. The Parent/Carer will need to return the application form and other data collection forms back to the School Office. Without these forms being returned, we will be unable to admit your child into Nursery.

Criteria for Admission into Temple Meadow Nursery

Children who have reached the age of 3 by the date of admission will be eligible for a place at Temple Meadow Nursery. If in the event of the nursery being full, we also record all interested Parents/Carers onto our waiting list.

We will try to accommodate your choice of nursery session; morning, afternoon or 30-hours. We operate a rolling admissions process that enables children to be enrolled as soon as they reach their third birthday.

Please note that a place in our Nursery class does not automatically guarantee a place in the Reception Class.

Applying for Reception Places while in TM Nursery

In September the Local Authority distribute letters to Nursery children who are on role in our Nursery; these letters have a unique number and give Parents/Carers instructions on how to complete the online application. Children who join us after these letters have been distributed are given a letter (that does not have the unique number) with instructions on how to apply online. To ensure all eligible children apply for a school place, we complete a checklist to ensure all parents are prompted to apply. Prior to joining us in Reception we hold an information evening and we deliver a comprehensive transition and settling in programme.