Nursery Admissions Policy

Tubbenden Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff Responsible: Nursery Manager

Date of this Review: May 2019

To be reviewed: September 2021
Tubbenden Nursery is an equal opportunities nursery and a registered provider for Nursery Education Funding (NEF) which is open to all sections of the community.

To attend the nursery all children must be three years old or have their third birthday within the Autumn term (September – December).

A registration fee of £40 is required before a child’s name is added to the waiting list. This fee is only refundable if we are unable to offer a child a space.

We require children to attend for five sessions per week, i.e. five mornings, five afternoons or five full days. Our main intake is in September each year and places are allocated between February and March of that year.

All parents are expected to sign a contract when offered a place at the nursery.

Admission to Tubbenden Nursery does not give automatic entry to Tubbenden Primary School, where the London Borough of Bromley’s Admissions Policy will apply.

Priority of Admissions

Priority of admission will be given as follows:

- Applications will be placed on the waiting list in order of the date of application.
- In line with school admissions policies we will in the first instance allocate places to children in the care of the local authority, we will then in the second instance offer places to children who already have a sibling attending the nursery. The remaining places will then be offered out in the order of the waiting list.
- All day places will be offered out first, followed by the half day (morning and afternoon) places; parents are requested to state their preference when applying. While every effort will be made to accommodate parental preferences we are unable to guarantee whether pupils will be offered a morning or afternoon space.
- Children who are already attending the nursery will be offered the option to change their preference such as moving from afternoons to mornings.
- If parents do not wish to take up the place offered for their child, they have the option to remain on the waiting list for the following September (depending on date of birth).
**Funding and hours**

NEF is available to all children from the term after their third birthday. We expect all children to attend for the full length of each term. Those parents with children not eligible for NEF will be required to pay the nursery fees, these currently stand at £6 per hour. The nursery is open term time only (38 weeks per year) and operates in three hour sessions. The additional hour incurred by attending for a full day is charged at the hourly rate. Additional hours may be available upon request, these are subject to availability and are chargeable.

**Registers**

The register is taken by a member of staff at 9:00am and 1:00pm. Children attending the morning session are marked out at 12:00pm and the afternoon session at either 3:30pm or 4pm, any other children arriving or departing throughout the day are registered at the appropriate time. Office staff inform the nursery staff when they are told of any absences amongst the children so they can be recorded in the register.

**Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**Monitoring the Effectiveness of the Policy**

The designated person for overseeing this policy is the Nursery Manager.

The effectiveness of this policy will be reviewed on a biennial basis and the necessary recommendations for improvement will be made to the Governors.