



Horndean Infant School

NURSERY ADMISSIONS POLICY

Horndean Infant School Nursery offers places to children aged from 2 years 9 months to 4 years in the first instance. Admission to the nursery is not subject to the school catchment area.

The nursery is open between the hours of 8.00 am and 6:00pm Monday to Friday, 51 weeks a year excluding public holidays.

The nursery sessions are:

- 8am – 1pm (5 hours)
- 9am – 12pm (3 hours)
- 8am – 6pm (10 hours)
- 12pm – 3pm (3 hours)
- 1pm – 6pm (5 hours)

The nursery is in line with anti-discriminatory practice, equal opportunities, and is inclusive to all.

Enquiries

On enquiry, an information pack will be given to prospective parents and an introductory visit will be arranged. This will enable parents to meet with staff and explore the surroundings of the nursery. The nursery management team will inform parents on all aspects of the nursery, and will answer any questions parents may have.

Waiting list

Nursery places are subject to availability and staffing levels. If there are more requests from parents than the number of places available then parents will be able to be added to a waiting list if they wish.

When a space becomes available the following criteria will apply:

- 1) Staff of Horndean Infant School
- 2) Siblings of children already attending the nursery
- 3) Siblings of children already attending Horndean Infant School
- 4) Date order of received expression of interest forms

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family.

Registration

On booking your child into nursery you will be asked to complete registration & collection forms, permission slips, and a terms and conditions contract.

Once parents have registered their child in nursery parents will be given a copy of relevant policies and procedures of the nursery. Children will not be able to start at the nursery until a completed registration pack has been received. A registration fee of £15 is payable at the point of application. On receipt of this payment you will be provided with a sweatshirt, a book bag and a water bottle. Should you only be accessing your free entitlement the registration fee will be waived and you may therefore wish to purchase a sweatshirt, book bag and water bottle.

Fees

Nursery fees are to be paid monthly in advance on the first day of each month by direct debit, cheque, cash or childcare vouchers. A full breakdown of the fee structure is available in the parents welcome pack. Invoices will be sent out on the 25th of each month and payment is expected within 5 days.

Admissions to school

It is the parent's responsibility to register their child for a mainstream school place, to undertake statutory education. The Nursery and Local Authority will notify parents when these applications need to be made. Attendance at Horndean Infant School Nursery, does not guarantee admission to Horndean Infant School.

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| Created: | May 2015 |
| Review Cycle: | Annually |
| Responsibility: | Headteacher |
| Review: | Standards Committee |
| Approval: | Full Governing Body |

Approved by Governors Dated