



## CROSBY-ON-EDEN SCHOOL

**“Enjoying achievement; achieving enjoyment”**

# NURSERY ADMISSIONS POLICY

Date Policy adopted by Governors	February 2017
Review date	February 2018
Review schedule	Annual
Review responsibility	Leadership & Management
Signed (Head) <i>Ayesha Hesh</i>	Signed (Chair of Governors) <i>Karisa J Day</i>



## **Crosby on Eden C of E Primary – Nursery Admissions Policy**

Crosby on Eden Cof E Primary (Academy Status) Nursery is an integral part of our 3-11 years Primary School. Our nursery is accommodated within our vibrant Early Years Unit, where nursery and Reception pupils are provided for together in a mixed age class (3-5years). Parents can access our nursery provision using the 15 free hours childcare the government currently provides for pre-school age children following their 3<sup>rd</sup> birthday. Our nursery currently does not offer provision beyond the 15 hours and therefore is entirely free for parents to access. Nursery sessions run 5 mornings per week, Monday to Friday, from 8.45 – 11.45 am.

Admission to nursery can be taken up at the start of the term following the child's 3<sup>rd</sup> birthday; i.e. in September, January and April. Whilst admissions will normally be expected to commence at these 3 points during the school year, admission may occur at any point in the school year subject to the Headteacher's discretion, should a place be available.

Prior to admission, the Early Years Teacher / Teaching Assistant will offer a home visit to new children and their parents. The purpose of this visit is to discuss any issues relating to the child that staff will need to be aware of, e.g. likes / dislikes etc., any medical, social or nutritional needs and any other considerations relevant to the child taking up a place in the nursery. This visit is entirely optional and parents / carers may choose to hold their pre admission meeting in school at a mutually convenient time. Children will generally be offered one initial 'settling in' session prior to them taking up a place.

Our published admission number for nursery is 13. When our nursery is at capacity with 13 children enrolled, parents may place their child's name on a waiting list and will then be notified when a place becomes available. Priority is given to children who live within our catchment area.

Parents are not required to use their full 15 hours allocated free childcare over the 5 mornings offered, however, there is a minimum requirement that children attend for a minimum of two sessions (6 hours) per week. Children may not attend for part sessions (i.e. 2 out of 3 hours of a morning session) and must attend for the full session.

Parents are warmly invited to visit our nursery for an initial look round and meeting with the Headteacher. Application forms can be obtained from the school office, via Mrs Wood the School Business Administrator.

The wearing of school uniform is not compulsory in nursery, however it is recommended. Should you wish to purchase a school sweatshirt, our website home page contains a link to our online uniform shop.

If you require any further information, please contact the Headteacher, Miss Weston or School Business Administrator, Lydia Wood on the School telephone number 01228 212080 or via [admin@crosby-on-edon.cumbria.sch.uk](mailto:admin@crosby-on-edon.cumbria.sch.uk)