

Castlecombe Primary School Nursery Class Funding Admissions Policy

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Waiting List

We operate a free waiting list, and parents are encouraged to book early for places.

Our admissions policy is as stated in the School's Admissions Policy but with the following exceptions:

- Current part-timers who wish to increase or change sessions are given priority over children on the waiting list.

Attendance at Castlecombe Primary School Nursery Class does not automatically guarantee a place at Castlecombe Primary School Reception Class and the normal Admission to Primary School procedures and deadlines should be adhered to.

Prior to a child attending Castlecombe Primary School Nursery Class, parents must:

- give a copy of the child's birth certificate,
- sign a copy of the Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place.
- sign our terms and conditions in our admission form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providing government funded places – universal 15 hours and extended entitlement (30 hours)

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements, we will accommodate your wishes. Please note admissions for the free nursery education we have a termly intake.

All sessions must be booked in advance and any changes or cancellation (notice to leave) must be made in writing with plenty of notice;

- Regular booked sessions require 4 weeks' notice

All settings registered to accept government funding must have a free offer for 3 and 4 year olds.

| | Universal 15 hours | Extended Entitlement (30hours) |
|------------|--|---|
| Free Offer | Monday to Friday 8:45 – 11:45am or Monday to Friday 12:15 – 3:15pm 38 weeks a year | Monday to Friday 8:45am – 3:15pm 38 weeks a year |
| Intake | Term after child turns three until compulsory school age | |