



## **Introduction to Mill Hill Community Primary School Nursery**

At Mill Hill Community Primary School we take the Early Years very seriously, recognising this crucial stage of development when the foundation for future development and learning is being set. We endeavour to provide only the best professionals to work with you and your child.

### **Main School Admissions**

The arrangements in this policy are for admission to the Nursery and do not apply to those being admitted for school places. For main school admissions, please see the NYCC Admissions Policy: <https://www.northyorks.gov.uk/school-admissions>

### **Further Information**

If you require further information about applying for a nursery place at Mill Hill Community Primary School please contact: School Business Manager, Mill Hill Primary School, Crosby Road, Northallerton, DL6 1AE Telephone: 01609 772382 Email: [admin@millhill.n-yorks.sch.uk](mailto:admin@millhill.n-yorks.sch.uk).

### **Nursery Admissions**

Admissions to Nursery are the responsibility of the Governors. The standard number agreed for admission to the Nursery is 16, maintaining statutory staff: pupil ratios of 1:8 (children aged 3 and over).

If there are vacancies in our nursery we will operate a 'rising 3's' policy allowing children to start, as part of transition from the child's 3<sup>rd</sup> birthday. There may be certain circumstances which mean that it is best for transition if the child enters nursery at the start of the term e.g. Autumn. If this is before the child turns 3, a 1:4 ratio will be used following the Statutory Framework for the Early Years Foundation Stage.

All applicants must be aware that acceptance of a place in Nursery does not guarantee entry to the main school. Parents and carers must apply again for entry into main school we will ensure all nursery parents are made aware of timescales in relation to this. Responsibility for admissions is delegated to the Governing Body.

Expressions of interest may be made by telephone or email (contact details as above) and all names will be recorded on a list. Parent/carers may register their interest in the school for their child from birth. They are welcome to visit the school during this period by prior arrangement. However, by registering their interest, this does not guarantee a child a place within the nursery. Places will be offered according to the published admission criteria.

Attendance is booked termly in advance using a parental booking agreement. Funded nursery sessions are available each weekday morning 8.45 – 11.45, afternoon 12.15-3.15pm or full day 8.45am-3.15pm. Parents may choose to pay for additional sessions at a cost of £13.50. Please contact the school to discuss your needs (see Appendix 2 for our Charging Policy). There is no charge for all day books and the 30 minutes extra care.

### **Admissions for Nursery Places to Start in September**

The deadline for expressions of interest to start in September will normally be by the end of May half term. As the timescales are shorter this year due to the consultation process this was extended until 1<sup>st</sup> July 2022. 2023. Expressions received after the deadline will not normally be considered unless there are places available and then the normal admission criteria will be followed. Following this, the application form for nursery admissions will be

sent to all on the interest list, along with a form to indicate which sessions the parents would prefer. The deadline for the return of the application and session forms will normally be 30<sup>th</sup> June.

All admission forms will be ranked according to the Nursery Admissions Criteria (see appendix 1). The offer of sessions will be made to meet parental need according to this ranking. Once a child has a place allocated, their hours of early years' education is theirs until they leave. Once places have been allocated and accepted parents/carers must show a birth certificate or passport to confirm the child's date of birth and identity. In addition, proof of home address will be required, and parents will complete and sign a Parental Agreement and New Pupil Form.

## Appendix 1

All governing bodies are required to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) or Education Health & Care Plan (EHCP) has been issued.

Where the number of applications exceeds the number of places the Governing Body will use the following oversubscription criteria to prioritise applications.

<b>ORDER OF PRIORITY:</b>	<b>Notes</b>
<p><b><u>First priority:</u></b></p> <p>Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> or became subject to a child arrangement order<sup>2</sup> or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><sup>1</sup><i>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted &amp; Childrens Act 2002.</i></p> <p><sup>2</sup><i>Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><b><u>Second priority:</u></b></p> <p>Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p>
<p><b><u>Third priority:</u></b></p> <p>Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><b><u>Fourth priority:</u></b></p> <p>Children within the normal area of the school, giving priority to the oldest children first.</p>	
<p><b><u>Fifth priority:</u></b></p> <p>Children from outside the school's normal area, giving priority to those whose home is nearest to school first.</p>	

## Appendix 2

### Mill Hill Nursery Charging Policy

All children are entitled to funded nursery provision from the term after their third birthday (15 or 30 hours per week depending on family circumstances). It is expected that the majority of parents will choose to take this entitlement for the hours spent in our nursery.

The funding arrangements are made by the school. Parents must ensure they return an accurate termly parental booking agreement at the final appointment to confirm their child's nursery place, to ensure this funding can be arranged.

If a parent is taking any of their entitlement at another provider, they must indicate this on the parental booking agreement. If a parent is splitting their 15 or 30 hour with other providers, this must be made clear.

In order to provide parents with the opportunity to access 30 continuous funded hours, there will be no charge if a child who attends for a full day – 30 minutes 'lunch club' will be provided by the school. Each session (morning or afternoon) of three hours above the initial entitlement will be charged at £13.50. This charge will be reviewed annually.

Chargeable nursery sessions must be booked termly and paid in advance in agreement with the school office. Childcare vouchers are accepted by prior arrangement with the school.

Once chargeable sessions have been allocated they will continue to be included in the nursery session allocations unless:

1. Parent have given a half term's written notice to cease the sessions;
2. The child leaves the nursery;
3. Payment for the chargeable sessions has not been made by the agreed date;
4. The child has not been attending the chargeable sessions regularly.

### **Fee Payment**

Chargeable nursery sessions will be confirmed on the Parental Booking Agreement and payment should be made by Eduspot by the date stated. Individual payment arrangements in exceptional circumstances can be discussed with the Governors/ Head/ School Business Manager. Please talk to office staff should you think you have exceptional circumstances.

If a child is absent, whether due to sickness or any other reason, refunds or reductions are NOT available for absence. (School costs do not diminish if your child is ill). In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Overdue fees will incur a 10% surcharge. Payment not received within 10 working days of the due date will result in the place being withdrawn.