

*Roots to grow; wings to fly.*

*Everyone achieves their potential.*

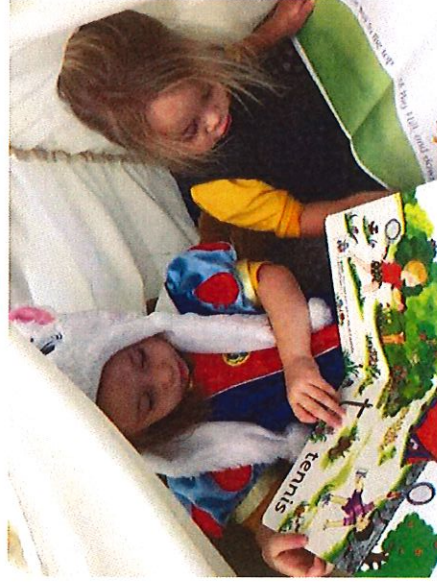
# TATTENHALL PARK PRIMARY SCHOOL

*We respect, we enjoy, we believe.*

## Squirrels Nursery

Tattenhall Park Primary School

Inspiration



Engagement



Creativity



High quality nursery education led by our Nursery teachers and their highly qualified, excellent Early Years staff, providing safe and stimulating indoor and outdoor learning environments where all children can enjoy learning.

# **Tattenhall Park Primary School**

## **Squirrels Nursery Admissions Policy**

### **Squirrels Nursery Admissions Policy:**

Cheshire West and Chester Borough Council is the admissions authority for community schools in its borough. Cheshire West and Chester Borough Council, delegates the responsibility to administer nursery admissions to the Head Teacher of these schools. Squirrels Nursery falls into this category.

Squirrels Nursery is part of the Early Years Setting with the Reception class; the outdoor learning facilities are shared and staff, work closely to provide a progressive learning experience within the statutory Foundation Curriculum.

There are 26 places available in both the morning and afternoon sessions in the nursery age range.

**Parents should be aware that the offer of a place in the nursery class does not ensure a place in the Reception class at Tattenhall Park Primary School. Normal admission procedures, as determined and managed by Cheshire West and Chester Borough Council will apply for admission into the Reception class.**

### **Admission Responsibility at Tattenhall Park Primary School**

The Head Teacher will administer nursery admissions with the support of the Governing Body and other school staff. A member of the Governing Body, not a staff member, will work closely with the Head Teacher.

### **Applications for Admission to Squirrels Nursery**

Places in Squirrels Nursery will be offered according to the published admissions criteria. Length of time on a waiting list will not be taken into account.

### **Priority for admissions**

- Children in the care of Cheshire West and Chester Borough Council or any other local authority e.g. Wrexham Borough Council
- Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional e.g. school health care professional
- Children with special educational needs as determined by the Education Act 1996
- Children for whom exceptional personal/domestic circumstances whether presented by the parents/carers or otherwise justify in the Head Teacher's view admission to nursery education at the school. Such applications may be referred by either the Head Teacher or parents to the Borough Manager with responsibility for Children and Families
- Children who have siblings in Squirrels Nursery
- Other children living in Cheshire West and Chester
- Children living outside Cheshire West and Chester

Children are admitted into nursery when they are 3 years of age at the Head Teacher's discretion and subject to availability of places. Priority will be given to 3 and 4 year old children who are eligible for the free early year's entitlement and places will be offered by date of receipt of the application.

All new starters will have the option of flexible "taster sessions" for the first 2 weeks, if requested on application for a place in Squirrels Nursery, but then the expectation is to book regular sessions.



### **Applying for a place in the Nursery**

- Parents of nursery aged children (pupils aged three) who are seeking a place should complete an application form, which is on the school website and also, available from and returnable to the School Business Manager
- An indication of the sessions required will form part of the application
- Help with completing the form is available from the school office
- All sections of the form must be completed
- It is the applicant's responsibility to inform the school of any changes to their circumstances that may affect the application
- Application forms may only be updated at the request of the applicant
- The applicant may telephone the school office, e-mail the school at; [admin@tattenhallpark.cheshire.sch.uk](mailto:admin@tattenhallpark.cheshire.sch.uk) write to the school or personally call in to the school office to update information
- Applications can be made at any time.

The parent/carer has to also return the Parent Contract by post, or deliver directly to the school office. The offer of a place and acceptance is time dependant, two weeks will be allowed for a response.

On accepting the place at Squirrels Nursery, parents/carers are making a contractual commitment, and the school will use the acceptance of a place at the school to make a financial claim to the Local Authority.

- When applying for either 15 or 30 funded hours, completed funding applications must be received in school, prior to each funded term;

**Autumn Claim** (September to the end of December) – to be received by the end of the 1<sup>st</sup> week in September

**Spring Claim** (January to the end of March) – to be received by the end of the 1<sup>st</sup> week in January

**Summer Claim** (April to the end of July) – to be received by the end of the 1<sup>st</sup> week back following Easter Break.

### **Prioritising in the event of oversubscription**

Squirrels Nursery has adopted the following to provide clarity for parents/carers if the nursery is oversubscribed.

The priority will be the same as in the general admissions criteria at the beginning of this policy. The following factors may also be taken into consideration as possible 'tie breakers' if priority cannot be determined through the general admissions criteria.

- The number of sessions requested
- The age of the child
- The proximity of the child's home to the school.

### **Delivery Models for 30 hours and 15 hours funding**

At Squirrels Nursery we are able to offer sessions during term time, starting at 8.45am until 3.30pm.

Parents have two options on how they would like to book their sessions. The first option is based on 30 hours across the week.

### Option 1: 30 hours across the week: extending the school day.

<b>AM Session</b> 8:45 – 11:45	3 hours	3 hours	3 hours	3 hours	3 hours
<b>11:45 – 12:30:</b> Lunchtime in the nursery. Parents have the option of paying for the lunchtime childcare at a cost of £3.50 per session and providing their child with a packed lunch from home or alternatively they may choose for their child to go home for lunch at “no cost” and then return for afternoon nursery at 12.30pm.					
<b>PM Session</b> 12:30 – 3:30	3 hours	3 hours	3 hours	3 hours	3 hours

Lunchtime is not a condition of a child taking up a place and a parent can opt for a ‘non-cost’ option where their child would attend from 8:45a.m. and collected, at an earlier finish time of 2:45p.m.

### **Option 2: Increasing Flexibility - 15 hours across 5 days**

We also offer flexible hours across the week to facilitate our children doing 15 hours. Parents are offered the choice of which sessions suit their needs. As with option 1, there is an additional £3.50 cost involved for childcare at lunchtime or the “no cost” option to take the child home for lunch.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM Session</b> 8:45 – 11:45	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours
<b>11:45 – 12:30:</b> Lunchtime in the nursery. Parents have the option of paying for the lunchtime childcare at a cost of £3.50 per session and providing their child with a packed lunch from home or alternatively they may choose for their child to go home for lunch at no cost and then return for afternoon nursery at 12.30pm.					
<b>PM Session</b> 12:30 – 3:30	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours

### **Additional Top-Up Sessions:**

If parents/carers wish to pay for additional top up hours, the rate that will be charged will be £4.50 per hour (£13.50 per am/pm session). Parents will be billed retrospectively each month. This is subject to availability.

## Squirrels Nursery – Registration Form

**Child's Name:** ..... **Date of Birth:** .....

**When would you like your child to start?** .....

**Required Sessions** - Please tick required sessions. We cannot guarantee your preferred choices, however we will try to accommodate you wherever possible.

DAY	8.45-11.45 Morning Session	11.45 – 12.30 Lunch	12.30 – 3.30 Afternoon Session	All Day – Including Lunch Charge of £3.50	All Day – Excluding Lunch Period Finish Time 2.45p.m
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

I am eligible for 30 hours and have completed the online check

☐

Eligibility Number .....

National Insurance Number .....

I will be using my 30 hours split between 2 providers

☐

Name of other provider .....

I am eligible for 15 hours

☐

I will be paying for the sessions and lunch periods chosen

☐

Additional sessions will be charged at £13.50 per 3 hour session or £3.50 per lunch session. Absences and holidays will be chargeable, including pre-booked lunch sessions.

After sessions have been allocated, it will not be possible to change your free entitlement until the term after.

If you would like you child to stay for lunch, you will be required to provide a packed lunch.

Signed: ..... parent/carers