



## NURSERY ADMISSIONS POLICY

Date reviewed	January 2025
Version	V7
Ratified	4 February 2025
Date of next review	January 2026

**New Scotland Hill School  
Nursery Admissions Policy V7**

New Scotland Hill Nursery is an Early Years setting that admits funded children in the term after their third birthday. The Nursery works alongside the main Reception class to ensure continuity of provision so that the children receive the very best start to their school life. New Scotland Hill is obliged to follow the admission arrangements published by Bracknell Forest Borough Council.

**Sessions**

The Government has tasked Early Years childcare providers to meet the needs of working parents. To cater for these needs, New Scotland Hill Nursery offers up to 10 sessions (which equates to 30 hours) of childcare per week. The sessions run from 9am-12 noon and 12 noon-3pm. The number of places available for universal and extended entitlement is 26. Within each session, the maximum number of children who are not attending Nursery for either: 5 full days, 5 full mornings, or 5 full afternoons will be set at 13 (50% of our capacity).

Notice is required to change sessions (particularly when wishing to increase hours) and where possible these will be implemented on a half termly basis, with the following dates set for requesting changes to hours\*:

<b>Deadline for requesting change to hours</b>	<b>Increased hours take effect from</b>
<b>30<sup>th</sup> September</b>	<b>31<sup>st</sup> October</b>
<b>30<sup>th</sup> November</b>	<b>31<sup>st</sup> December</b>
<b>31<sup>st</sup> January</b>	<b>28<sup>th</sup> February</b>
<b>31<sup>st</sup> March</b>	<b>30<sup>th</sup> April</b>
<b>1<sup>st</sup> May</b>	<b>31<sup>st</sup> May</b>

*\*These dates are set with the flexibility to offer a start date in line with the start of the following half term (ie: if applying for a 28<sup>th</sup> February start and the second half of the Spring Term begins on 21<sup>st</sup> February, children may be offered this as a start date, at the school’s discretion).*

**Application**

Parents will be required to complete a nursery application form.

The timetable below indicates the time scales for parents making an application to New Scotland Hill Nursery for a part-time nursery place for their child following their third birthday.

<b>If the child is born on or between</b>	<b>Applications to be made to New Scotland Hill Nursery</b>	<b>Eligibility for a nursery place in the term following child’s third birthday</b>
1 April and 31 August	30 April	Autumn Term (September)
1 September and 31 December	30 September	Spring Term (January)
1 January and 31 March	31 January	Summer Term ( April)

‘In-term’ applications from families for new starters (for example, if moving into the area) will be assessed on an individual basis.

**Admissions Criteria – Universal Entitlement and Extended Entitlement (26 places)**

Where a school receives more applications than places children should be admitted in the following order:

## **New Scotland Hill School Nursery Admissions Policy V7**

- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- c) Children who have an older brother or sister in the Nursery at the time of the applicant's admission. These children include children living as siblings in the same family unit and at the same address as the child and for whom the applicant has parental responsibility;
- d) All other applicants in date of birth order.

### **Extended Sessions**

It is a parent's responsibility to complete a 'Parent Declaration for the Free Entitlements' form when applying for extended free childcare in order that eligibility can be checked.

Parents who are not eligible for extended entitlement will be charged at the rate of £18.90 per session.

### **Parents who wish to defer**

We are not able to hold sessions open for parents that have been offered a place but wish to defer until later in the academic year. However, if a parent wishes to defer until later in the year and there are sessions available at that time, we are happy to offer them to their child.

### **Registration forms**

Once a child has been offered a place in the Nursery, the parent must accept or decline the offer within two weeks. Following on from the letter offering a place in the Nursery the school will make one further attempt to confirm the place before offering to families on the waiting list.

**Please note: obtaining a place at New Scotland Hill Nursery for your child does not guarantee a place within the main school. You will need to submit a further application to Bracknell Forest Borough Council School Admissions in line with their Primary School admission arrangements.<sup>i</sup>**

---

#### <sup>i</sup> Explanatory Notes

- Where any criterion is over-subscribed then children within that category should be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority would be given to the child that lives nearest the school.
- For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.
- Children in Public Care – this refers to children who are:
  - Subject to a care order made by the courts under section 31 of the Children Act 1989
  - Children who are accommodated by the Local Authority on a voluntary basis under section 20 of the Children Act 1989; and
  - Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.<sup>i</sup>